

HEATHER A

GEOGRAPHY: Geographically Flexible, Northern California and Bay Area, Pacific Northwest

INDUSTRY: Education: General, Education: Teaching, Environment/Sustainability,
Health/Medicine, Language/Culture

Education

Scripps College, Claremont, CA

Sept 2011-May 2015

- Human Biology Major

Head-Royce School, Oakland, CA

Sept 2007 – June 2011

Qualifications Summary

- Ability to communicate clearly and work as a team with diverse groups of people.
- Proficiency with Microsoft Word and Excel.
- Ability to organize data and run statistical analyses with SPSS.
- Experience with internet research, writing reports, building curriculum, creating presentations.
- Interested in the advancement of health, education, social justice, and intercultural exchange.
- Ability to remain flexible and optimistic in challenging situations and environments.

Work Experience

Coop Fountain Pomona College Campus Cafe, Claremont, CA

Aug 2014 – Present

Student Manager

- Actively directed shifts, identified tasks, and delegated work among 1 to 3 team members.
- Trained new members and provided tactful, helpful feedback to ensure proper procedure.
- Counted money and recorded financial paperwork.
- Properly addressed complications on shifts and responded to customer needs.

Coop Fountain Pomona College Campus Cafe, Claremont, CA

Oct 2012 – Dec 2013

Coopster

- Worked with a team of 1 to 6 college students to provide quality customer service.
- Prepared meals and specialized orders during fast-paced and slow shifts.
- Worked the register and phone to take accurate orders and provide friendly service.
- Maintained a clean and stocked working environment, assisted in opening and closing.

Heads Up Middle School Summer Program, Oakland, CA

June 2012 – July 2012

Teaching Intern

- Taught middle school students Introduction to Algebra and co-taught Improv Drama.
- Planned curriculum, created/administered quizzes, graded papers, wrote progress reports.
- Answered questions and provided explanations.
- Mediated classroom disruptions and conflicts.

Pitzer College Jumpstart, Claremont, CA

Oct 2011 – May 2012

Jumpstart Corps Member

- Collaborated with a team of 6 college students to implement quality lesson plans to prepare preschoolers from low-income families for school success.
- Received intensive training and acquired professional experience in early childhood theory and practice, language and literacy development, and social development.
- Gained experience in delivering clear, comprehensive explanations and mediating conflicts.
- Lead hands-on activities and projects and assisted kids.

Volunteer Service

Lawrence Hall of Science, Berkeley, CA

July 2013 – Aug 2013

Floor Volunteer

- Volunteered alone or with a partner for 60 hours facilitating interactive science exhibits.
- Posed questions to children and adults, encouraged visitors to make observations and form hypotheses, provided clear explanations.
- Presented Science on a Sphere datasets.

Skills

- Fluent in English
- Ability to speak some Mandarin Chinese and Spanish