

CASSONDRA REINSEL

21391 Locust St Unit A • Hayward, Ca 94541 • (510) 938-3637 • cassiereinsel@gmail.com

EXPERIENCE:

Hayward Unified School District, Hayward

January 2019-present

Academic Vocational Evaluator

- track student progress in various HAS programs and submit data to the NRS in order to receive funding
- Sign in candidates via the Admissions Manager program on the Admin computer
- Monitor candidates testing
- create reports when incidents occur
- troubleshoot when issues arise
- communicate via phone and email with testing companies regarding various topics

Malabar House, Castro Valley, Ca

Child Care Worker/House Manager:

May 2017-present

- Receive, provide care for and supervise youth (ages 8-17) that are brought to Malabar house by police officers in Alameda County
- Provide activities to keep youth entertained while at facility
- Regularly communicate with various counseling agencies regarding youth
- complete various paperwork to compile a record for youth

Aspire Public Schools, Golden State Prep, Oakland, Ca

Instructional Assistant SPED Department:

February 2017- May 2017

- Manage caseload of 15 student with Individualized Education Plans
- Provide specialized academic instruction

Hawaii Department of Education, Pahala, HI

Middle/High School Educator at Ka'u High School

July 2014-June 2016

- Devised and executed lesson plans in 3 subjects, catering to secondary-level students diverse in age, ability, socioeconomic status, and ethnicity
- Meticulously tracked student performance data to gauge effectiveness of lessons and teaching techniques
- Oversaw and planned activities for student enrichment, including three field trips and fundraisers
- As Lead Advisor for class of 2018, kept students on track for graduation by organizing class meetings and fundraising

Asian American Studies Center (AASC) at UCLA Community Programs Office (CPO), Los Angeles, CA

Leadership Intern

June 2012-June 2013

- Helped to design and implement university-wide campaign to provide funding for access/outreach programs for at risk high school students
- Planned outreach programs for upcoming academic year alongside the Center for Student Programming advisor
- Planned and coordinated educational tour of UCLA for disadvantaged youth in order to promote college readiness

Pacific Islander Education and Retention (PIER), Los Angeles, CA

August 2011-June 2013

Peer Advising Coordinator: August 2011-June 2012

- Collaborated with PIER staff to develop effective peer advising strategies to increase academic success and college readiness among the Pacific Islander population
- Supervised each staff member's peer advising caseload, providing relevant feedback and guidance
- Tracked PIER student's individual and collective progress, using this information to adjust tutoring strategies
- Ensured continuity of the program by creating portions of PIER's annual budget proposal and end of year evaluation

Leuzinger Site Coordinator: August 2011-June 2012

- Collaborated with site contact at Leuzinger High School to draft plan for how the PIER program would be run
- Devised and implemented strategies to make PIER more appealing to a wider variety of students at this site, increasing attendance by 25 percent
- Worked with site contact to receive students' grades in order to track academic progress

Peer Advisor/ Tutor: August 2010-June 2012

- Peer advised and tutored Pacific Islander students from South Bay/Los Angeles area
- Created and facilitated workshops on topics such as a-g requirements, writing personal statements, writing a resume, job interviews, culture, etc. in order to aid student's holistic development
- Planned educational and cultural events and field trips to community, public and private colleges
- Independently managed personal caseload of 20 students

Volunteer: 2012-2013

- Tutored PIER students, advised students about academics, facilitated workshops

UCLA Pacific Islands' Student Association (PISA), Los Angeles, CA

August 2011- June 2013

- PISA President/Vice President:* Facilitated General & Board Meetings, Oversaw/Planned Events such as *PISA Welcome Banquet, Islanders Maintaining Unity and Access* (PISA's higher education conference), *Native Hawaiian Pacific Islander Youth Health and Fitness Day, Yield* (recruitment event), *Spoke at public events with attendances of up to 500 people*

- Fiscal Coordinator:* Filled out/created multiple budget proposals, managed funds (from \$100- \$13,000) for events such as *Native Hawaiian and Pacific Islander Youth Health and Fitness Day* (collaborative event with API Commission from White House), *PISA Graduation*, etc

EDUCATION:

University of California, Los Angeles, Los Angeles, CA

Bachelor's Degree in Sociology

June 2013

SKILLS AND QUALIFICATIONS

Received **Effective** Rating in Hawaii's Educator Effectiveness System for the 2014-2015 and 2015-2016 school year

Passed CBEST Reading, Math, and Writing sections

Passed 5169 Praxis

Trained in Avid Strategies, Trained in GLAD Strategies

Proficient in Microsoft Word, Powerpoint, Outlook

CPR Certified