

Ana Flores

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EDUCATION

Bachelor of Arts in Sociology

University of California, Berkeley

Expected Graduation May 2025

Associate of Arts Degree for Transfer in Social Work and Human Services

Fullerton College

May 2023

WORK EXPERIENCE

EOP Intake Intern

May 2024 - Present

UC Berkeley Educational Opportunity Program (EOP), Berkeley, CA

- Serve as the first point of contact for students and the community to ensure adequate support on inquiries about the program, services, and offerings in EOP and the university
- Provide peer-to-peer support to participants in the program and help create a sense of community by hosting social events for networking
- Facilitate workshops on various topics including EOP services, resume and cover letter writing, networking with peers and professors
- Participate in professional development to increase competence in program and campus resources and services, essentials in coordination and facilitation of works and events

Youth Development Staff

May 2022 - May 2023

YMCA of Orange County, Fullerton, CA

- Planned, implemented, and oversaw curriculum activities for participants, including homework assistance, social-emotional learning, arts and crafts, STEM/STEAM, and physical education
- Fostered youth success through mentorship, guidance, and encouragement, actively encouraging program engagement and participation for 10+ students.
- Conducted ongoing assessments of programs, services, and activities to uphold participant safety, maintain program excellence, and ensure a well-maintained classroom environment.
- Supported participants in making positive choices by implementing appropriate disciplinary actions when needed to create a stable and nurturing atmosphere conducive to their success.
- Communicated and worked effectively with participants, staff, parents, school personnel, and community partners

Student Assistant

September 2021 - April 2023

Fullerton College Financial Aid Department, Fullerton, CA

- Answered inquiries over the phone, in-person, and through email regarding financial aid status, scholarships, FAFSA submissions, and resources offered
- Facilitated workshops to small and large groups of students and community members on how to pay for college, and complete FAFSA and California Dream Act application

SKILLS

- Bilingual in Spanish and English
- Experience with Microsoft Word and Google Suite: Word, Excel, Powerpoint, Publisher, Docs, Spreadsheets, Forms