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Education

B.A. in Psychology from the University of California, Santa Cruz, June 2012.
Cumulative GPA of 3.87, Magna Cum Laude and Honors in the Major.

Work Experience

Health and Safety Specialist at Stanford University, Department of Environmental Health and Safety, 484 Oak Road, Stanford, CA 94305. March 2017 to December 17, 2018 (promoted from temporary worker to salaried position). Duties included research and data entry related to chemical properties and regulations, using a Microsoft Oracle-based program. Required attention to detail, accuracy, and efficiency in data mining and collection, and the flexibility to learn and practice new tasks related to data entry.

Temporary employee at Stanford University, Department of Environmental Health and Safety. Employed as such from June-September 2008, June-September 2009, and June 2010 until March 2017. Duties same as above.

Employed by the University of California, Santa Cruz, Department of Environment Health and Safety, 1156 High Street, Santa Cruz, CA 95064, February 2009 until September 2010. Duties included conducting inventory of chemical laboratories on campus, inspecting fume hoods to ensure proper function, answering phones, and performing office-related duties, such as filing, organizing, and data entry. This job taught me the importance of safety in the workplace, accuracy in taking inventory, and some administrative skills.

Part-time seasonal employee of Target store, 20745 Stevens Creek Boulevard, Cupertino, CA 95014. Employed December 2006 to January 2007. Duties included re-stocking items, keeping the shelves neat and orderly, and assisting customers when necessary. While employed I learned the skill of customer service, which proved helpful in my volunteering work.

Tutoring and Childcare Experience

2016 to December 2019

Provided childcare once a week for young girl with autism and learning difficulties. Required careful structuring of daily schedule, redirection in order to complete required

tasks, occasional help with schoolwork, and coordination with behavior therapists and other professionals.

August 31st, 2015 – June 15th, 2016

TSC Academics, Scotts Valley, CA

Provided one-on-one and small group tutoring and teaching services for various subjects in a K-12 setting. Employment here taught me how to plan lessons, manage small groups of children, and monitor the academic growth of individual students in specific subject areas.

January-May 2015

Private tutoring job with a local family. Provided assistance in various subjects (mainly reading, writing, and math) twice a month for an eight-year-old child with learning difficulties. This taught me how to keep distractions down and refocus the child when distracted.

August-December 2012

Worked for the Scotts Valley Unified School District as an Instructional Aide for Special Education. Duties consisted in supervising and supporting the academic and social environment for a kindergarten-aged autistic child in a mainstream classroom, assisting him in the Special Day class, and occasional work with other special needs and non-special needs children. This job provided me with some training in special education and introduced me to the mainstream classroom setting, where I had the opportunity to work with and lead small group activities.

August 2007-June 2008

Senior tutor for the AVID (Advancement Via Individual Determination) program at Cupertino High School, Cupertino, CA. Helped freshmen and junior class students with organizational and note-taking skills, and tutored individuals and small groups in a variety of subjects, including English, Spanish, history, math, and science.

Additional Information

As of May 2020, in my fifth year studying Latin through a private online course, The Academy of Classical Languages. Received high honors on National Latin Exam, Levels I, II, and III.

Currently volunteering (but on hold at present due to COVID-19 restrictions) at Guadalupe Pregnancy Outreach. Duties include interviewing and following up with clients, as well as clerical tasks such as filing, opening mail, and updating records.

Volunteered at Siena House Maternity Home in Santa Cruz, CA from August of 2010 to mid-February 2014. Duties included answering phones, accepting and recording donations, assisting in household tasks, caring for infants, and providing transportation as needed. Required the ability to work with women and children from various, often troubled backgrounds, demanding an accepting and patient attitude, and the setting and maintaining of respectful boundaries.