

Marlene Moreno Cordova

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EDUCATION

University of California, San Diego

Class of 2025

Candidate for B.S. in Cognitive Science with Specialization in Design & Interaction

SKILLS

Proficient in Microsoft Office Suite

Telephone Communication

Fluent in English & Spanish

Familiarity with Office Equipment

Basic knowledge of Java & Python

Experience in scheduling & calendar management

Data Entry & Database Management

EXPERIENCE

Office Clerk – UC San Diego Office for Students with Disabilities

2021 – present

- Maintain and update student files and records in accordance with confidential regulations
- Provide administrative support to the office, including scheduling appointments, answering phone calls, responding to emails and taking up projects with office upkeep.
- Assist students with navigating university resources and accommodations
- Serve as a liaison between students and disability specialists, facilitating communication and coordinating support services.
- Accessibility Ambassador: Provide support for deaf and hard of hearing students by attending their classes and facilitating live captioning services via Zoom.
- DHOH Assistant: Update student information for captioning/interpreting services, input special furniture to be placed for students, and communicate with agencies for deaf/hard-of-hearing students' classes that require services.

Teaching Assistant – Colton High School

2019 – 2020

Honors Algebra – Roxanne Berch

- Assisted in grading student assignments and exams
- Managed classroom organization and supplies
- Supported students with material-related questions and clarified concepts
- Encouraged student participation and engagement through questions at the beginning of class sessions related to coursework.

RELATED COURSES

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| • CSE 8A – Introduction to Programming and Computational Problem Solving I (Basic Python) | • USP 4 – Introduction to Geographic Information Systems |
| • CSE 8B – Introduction to Programming and Computational Problem Solving II (Developed fundamental skills in Java) | • COGS 100 – Cyborgs Now and in the Future |
| • DSC 10 – Principles of Data Science (Applied Python to real-world data analysis) | • COGS 120 – Introduction to Human Computer Interaction |
| | • CSE 12 – Basic Data Structures and OO Design |