

RAINIER HERCZEG

WORK EXPERIENCE

Private Math Tutor and Education Consultant; RQH Tutoring; July 2020 - Present

In July 2020, I started my own small private tutoring business, serving a variety of students of all ages and backgrounds. I provide online and in-person tutoring and focus on creating a tailored educational experience based on the individual's needs, using my experience as a long time tutor to adapt to the learning styles of each client. I am comfortable tutoring a variety of topics including but not limited to computer skills, all levels of mathematics from 1st grade to upper division college courses, language arts, social studies, science, Spanish, and German. In addition to assisting with course work and exam preparation, I also help my student with organization, productivity, study skills, and time management.

Student Intern; Department of Homeland Security (DHS), United States Immigration and Citizenship Services (USCIS); 620 E 10th Ave Suite 102, Anchorage, AK 99501, July 2019- July 2020, Supervisor: Elizabeth Ruiz, (509) 869-7319

As a student intern, I worked in the USCIS records/mailroom. This role involved tracking all immigration files within the State of Alaska, scheduling interviews for various application types, assisting Immigration Services Officers (ISO) in their daily tasks, opening and sending mail, sending and receiving files from the National Benefits Center, the National Records Center, and other USCIS Field Offices nationwide. During my time with USCIS, I completed a file audit, reorganized and streamlined the file storage and organization system, participated in records and full staff meeting, assisted in training a new ISA, contributed to the increased efficiency of the office by creating a new internal file tracking systems, and developed excellent working relationships with the ISOs, increasing overall field office proficiency. On an occasional basis, I performed Spanish translation and interpretation.

Lead Math Tutor; University of Alaska Anchorage; 3211 Providence Drive, Anchorage, AK 99508, September 1, 2019 - Present Supervisor: Cameron Nay, (907) 229-1431

I supervise, on average, 20 tutors at the Learning Commons Math Lab. Duties include scheduling, running bi-monthly tutor meetings, maintaining communication between tutors and other supervisory staff, ensuring the best quality of tutoring, hiring new tutors, and tracking tutor working hours and tutoring sessions.

**Math Tutor, University of Alaska Anchorage; 3211 Providence Drive,
Anchorage, AK 99508, January 8, 2017 - September 1, 2019
Supervisor: Titus Hunt, (907) 782-6914**

I assisted students with preparing for exams, developing good study habits, provided technical assistance, and peer support for a variety of mathematics courses. I interviewed and helped select new math tutors for the lab.

**Case Coordinator, Anchorage Youth Court; 838 W 4th Ave,
Anchorage, AK 99501, August 2015 - August 24, 2018
Supervisor: Rebecca Koford, (907) 748-4206, rkoford@akcourts.us**

I updated the Division of Juvenile Justice's (DJJ) and Anchorage Youth Court's (AYC) databases, informed the Probation Officers at DJJ on the status of their cases, had weekly phone conversations with defendants to track their progress, scheduled all volunteers for court, and participated in continuing education in communication, facilitation, and management. I used my Spanish language skills as needed to communicate with defendants and their parents. I wrote and curated the bi-monthly member newsletter in Microsoft Publisher, developed new aspects of the sentencing procedures for AYC that improved relationships with DJJ, increased program effectiveness, and maintained better records of case-related monetary interactions. I taught continuing education classes for youth court members, supervised criminal justice-related tours, and assisted the youth members during elections, bar association meetings, and fundraising events. My facilitation training allowed me to run a board of directors' strategic planning meeting. Due to the small staff size, I would also assist with many general administrative and clerical assignments to fill in for absent staff members.

EDUCATION

University of Alaska Anchorage, Anchorage, AK
Bachelor's of Science: Spring 2019 - Present, (Predicted Graduation: Spring 2023)
Major: Mathematics, Concentration: Computer Science

Bachelor's of Arts: Fall 2015 - Summer 2019
Major: Dual Languages (Spanish and German), Minor: Mathematics

Associate of the Arts in General Studies: Fall 2015- Fall 2017
Received from the first two years of Dual Languages degree.

Steller Secondary School, Anchorage, AK
Graduated High School: May 2015
During 11th grade, I went on a foreign exchange trip to Harbin, China from July 26, 2013, to July 26, 2014. Attended Harbin No. 9 High School for the academic year 2013/2014.

VOLUNTEER EXPERIENCE

Commission Chair, Mayor's Youth Advisory Commission

February 2016 - September 2019

I served as the public face of the commission and a representative of the municipality. My role involved networking with youth-serving organizations, attending public events, and participating in media interviews. I reviewed all potential youth commissioners' applications and worked to integrate them seamlessly into the pre-existing commission. I created the agendas, ran the full monthly commission meetings using Robert's Rules of Order, and facilitated the realization of the commission's mission.

Panel Facilitator, Community in Unity, Alaska KSKA 91.1

December 6, 2017

Facilitated a discussion on youth empowerment and homelessness in Anchorage in front of a live audience and for a KSKA radio broadcast.

Lawyer and Presiding Judge, Anchorage Youth Court

Summer 2010 - Fall 2015

I served as a defense attorney, prosecutor, or judge for juvenile cases that Anchorage Youth Court (AYC) received from the DJJ. These were sealed juvenile misdemeanor cases whose outcomes were determined by a sentencing hearing performed entirely by youth between the ages of 12 and 18. AYC members partake in training equivalent to 25 community work service hours and pass the youth bar exam to be eligible for participation in the program. I was the only person to receive the Golden Gavel Award in my cohort. I began my youth court career as a second attorney and moved my way through the ranks, reaching the highest member level of presiding judge.

AWARDS

UAA Administration Scholarships (Mathematics Department): 2019/2020/2021

Awarded to students in high academic standing selected by the Mathematics Department faculty. \$1,900 received during the 2019/2020 Aid Year and \$500.00 during the 2020/2021 Aid Year.

Alaska Performance Scholarship: 2015 - 2019

First Tier award recipient, received \$4,755 yearly to engage in higher education at the University of Alaska Anchorage. Award based on academic success in high school and continued academic success at university.

Presidential Service Award: 2015

Bronze level recipient for performing over 100 hours of volunteer service in 2014-2015.

Presidential Spirit of Community Award, Spirit of Youth: 2013

Awarded for showing outstanding community service through Anchorage Youth Court.

Golden Gavel Award: 2010

Awarded to AYC members who receive a perfect bar exam score

SKILLS

Proficient in:

- Microsoft Office (Windows, Excel, Powerpoint, Publisher, Outlook, Teams)
- Macintosh OS (Pages, Numbers, Keynote)
- Dropbox, Google Suites, FileMaker, Canva and Robly,
- Data systems used by USCIS, including but not limited to ELIS, RAILS, CIS2, PCQS, NASS, and SMART.
- Advanced Mathematics and Statistics
- Basic Programming in Python and C
- Spanish: Advanced Reading, Writing, and Speaking

PROFESSIONAL REFERENCES

Denise Wike

Legal Advisor
Anchorage Youth Court
(907) 274-5915
dwike@anchorageyouthcourt.org

Lindsey Hajduk

Affiliate Program Officer
The Alaska Community Foundation
(907) 274-6708
lhajduk@alaskacf.org

George Martinez

Director of Leadership Programs
Alaska Humanities Forum
(907) 887-1141
gmartinez@akhf.org

Tom Begich

Alaska State Senator; District J
(907) 465-3704
tsbegich@gmail.com

Steven B. Corley

USCIS Field Office Director
(907) 299-5308
steven.b.corley@uscis.dhs.gov