



Social Science Resume

Student Name Here

Linkedin.com/account | phone number | student email address

SUMMARY

- Five years experience in collaborating with various entities to improve educational opportunities for youth
- Five years experience with curriculum development for K – 12th graders
- Five years experience data collection, assessment and implementation based on results
- Computer Skills: Microsoft Office, Internet, email

EDUCATION

Bachelors of Arts, Human Development option, Adolescent Development; Minor: Sociology May 2018
California State University, East Bay, Hayward, CA

Associates of Arts - Transfer, Sociology May 2016
Ohlone College, Fremont, CA

EXPERIENCE

YEP Program Leader & Sub Site Coordinator, Hayward Unified, Hayward, CA 3/2011 - Present

- Sub Site Coordinator- Create after-school academic curriculum and tutoring aligned with state and local standards and recreational, athletic, and other education functions like bullying prevention and CPS reporting.
- Collaboration with community based organizations and the Hayward Community and Site Administrators, and recruit guest speakers and volunteers for career development and work experience trainings weekly.
- Collect data, prepare reports, and make presentations to administrators and after School Directors monthly.
- Program Leader- Prepare and supervise daily educational activities for students
- Assist up to 50 students in completing their homework, projects, and school work daily
- Support parents to help their child improve as a student and as a person in school and in their social life
- Motivate students to do their best in school and teach them how to work in teams

Marketing and Receptionist, Oakland, International Airport, Oakland, CA 2/2015 - 8/2016

- Evaluated airport's customer service by facilitating surveys and collecting feedback 200+ daily
- Explained airport procedures and guidelines to passengers and assist passengers by translating when necessary

Recreation Leader, Hayward Area Recreation Park District, Hayward, CA (Summers) 10/2010 - 4/2012

- Prepared daily activities and games for up to 35 elementary students
- Supervised up to 100 students in various activities, events and games
- Helped students in groups of five to build their self-esteem while playing games and activities.
- Encouraged and maintained positive communication between the students and other classes
- Observed and managed behavior of students in the classroom and outdoors

