

Graciela Monter

2201 S. Rousselle St. | Santa Ana, CA 92707
714-425-7420 | graciela.monter@laverne.edu

Education

Associate of Arts, Liberal Arts, May 2015
Irvine Valley College, Irvine

Bachelor of Arts, Human Communication, May 2016
California State University, Fullerton

Masters of Science, Educational Counseling, expected fall 2021
University of La Verne

Experience

Century High School
Intern, 2020–Present

- Under the supervision of my site supervisor, applied counseling knowledge and skills to support student needs
- Communicated with students via phone, email, text
- Assisted students and parents with financial aid process
- Evaluation of high school transcripts
- Informed students and parents of high school graduation requirements
- Attended Instructional Education Plan (IEP) meetings
- Assist students with college applications
- Knowledgeable of financial aid processes
- Expert in telecommunication platforms
- Adaptable to online learning and teaching environment
- Assisted with informational student workshops, such as financial aid and college career readiness
- Worked directly with Higher Education Coordinator to prepare and transition students for higher education
- Assisted in engagement and inclusion activities with Special Education students

Rancho Santiago Community College District
Rancho Academy Student, November 2020–January 2021

- Experience working in a Community College diverse population
- Attended board meeting
- Knowledgeable of non-credit programs at Rancho Santiago Community College District
- Informed of enrollment processes
- Understanding of shared governance process
- Knowledgeable of student services campus resources
- Communication with administrators and varied campus constituents

Irvine Valley College
Senior Administrative Assistant, 2016–Present

- Experience working in a Community College diverse population
- Participated in trainings related to student equity and diversity.
- Participated in trainings for LGBTQA+ Ally Safe Space
- Attended trainings related to Title IX and Sexual Misconduct
- Participated in monthly Instructional Council Meetings
- Participated in Region 8 meetings
- Attended Professional Development Activities
- Providing Effective Leadership in Crisis Training
- Active Shooter/Intruder training
- Operation Save – Suicide Prevention training
- Attended Trauma Informed Strategies for Campus Administrators training
- Attended Title IX: The U.S. Department of Education’s Proposed Regulations
- Participated in Abuse toward Individuals with Disabilities training
- Sexual Assault Awareness Week Committee Member
- Classified Senate Committee Member
- Classified Professional Development Committee Member
- Volunteer at Thanksgiving Student Food Drive

Skills

Project management
Meeting coordination
Event coordination and management
Curriculum planning
Time Management
Department Reporting
Fluent in English and Spanish

Awards and Honors

Nominated for Classified Employee of the Year, Irvine Valley College, 2018

Professional Associations

American School Counselor Association (ASCA), (2019–Present)

Latina Leadership Network (LLN), (2020-Present)

Irvine Community Emergency Response Team (CERT) member, 2018

Irvine Community Police Academy member, 2018

Licenses and Certifications

Rancho Academy Certificate, 2021