

JACQUELINE OLAZABA

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OBJECTIVE

Seeking a counselor position where I can utilize my passion, relationship-building skills, and commitment to student success to contribute to the community college's mission to students' retention and achievement.

PROFESSIONAL SUMMARY

Equity-minded counselor with fluency in and 12+ years of experience in the education industry. Inclusive and empowering leader with proven ability to guide and serve schools with sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

EDUCATION

**Master of Science in Counseling,
Emphasis: Clinical Mental Health Settings**
California State University, Fullerton

Expected: May 2022

**Bachelor of Arts in Chicana/Latina Studies
Minor in Educational Studies**
University of California, Irvine

June 2007

EXPERIENCE

California State University of California, Fullerton (CSUF) | Fullerton, CA

Career Coach

August 2020 – Present

- Conduct intake interviews to determine student's reason for visiting the Career Center; identify intervention resources and services appropriate to student's needs
- Counsel a diverse student and alumni population; assist students with evaluating their personalities, skills, values, and interests in relation to choosing a major or career
- Collaborate with students to develop action plans for acquiring academically related work experience; refer students to other campus or community resources when support is needed beyond the scope of the center
- Develop and present career development workshops; facilitate program implementation and outreach

Program Implementor

October 2019 – December 2019

- Implemented parenting workshops for the Resilient Families Program (RFP), a family education program, for 5 parents with children at the Ruby Drive Head Start, once a week for 3 months; taught mindfulness techniques to parents to improve the relationship with their children, release stress, and be more present
- Helped parent's build community through workshops, interactive activities, and collaborative discussions; facilitated training and meetings to review, debrief, and plan program curriculum and implementation; improved parent and child interactions through education and providing materials and resources

Long Beach Unified School District (LBUSD) | Long Beach, CA

Site Director

November 2007 – March 2019

- Directed and coordinated the Winner's Reaching Amazing Potential Program (WRAP), an expanded learning program at a K-8 school site to ensure efficient delivery of services to meet the needs of students; collaborated in the implementation of program goals, policies, and procedures; assured compliance with applicable laws, and regulations
- Facilitated program community outreach services; contacted partner agencies to establish collaborative relationships; enhanced program awareness and upheld community involvement; conferred with partner agencies to develop strategies to augment program opportunities; assisted partner agency representatives
- Developed enrichment lesson plans in a variety of academic and extracurricular topics, taught after-school classes of approximately 20-30 students when staff were out, trained and reviewed the performance of program leaders, student workers, interns, and volunteers; scheduled and assigned work; interviewed and

selected staff; modeled best practices and lesson delivery; coached, supported, educated, and motivated team; mediated and moderated with staff to resolve disputes

- Dealt with program incidents assessing the situation and providing support as needed; assured student safety during program activities; managed student disciplinary issues; counseled, guided, advised, and encouraged conflict resolution; referred students and parents for services as needed
- Scheduled, organized, conducted, and participated in a variety of meetings, training, committees, and conferences related to program services and activities; translated at various meetings from English to Spanish and vice versa
- Prepared budget reports, maintained a variety of records and files related to program services, resources, and activities; inventoried and ordered supplies, snacks, suppers, and equipment; monitored assigned site budgets and expenditures; ordered supplies, materials, snacks, and suppers for students
- Performed observations, assessed, and reported classroom performance quality; served as an informal resource to others regarding program services; worked with teachers and school site staff to serve the students' needs best; conducted program evaluation assessments and surveys

Compton Unified School District (CUSD) | Compton, CA

Substitute Teacher

September 2007 – November 2007

- Taught middle school students' subject matter and skills based on scheduled lessons; facilitated meaningful instruction for assigned classrooms; carried out a program of study prescribed in the lesson plans left by the classroom teacher
- Created a classroom environment conducive to learning and appropriate to the maturity and interests of the students; employed instructional methods and materials that are most appropriate for meeting lesson objectives
- Maintained a neat and orderly classroom; recorded attendance in accordance with school procedures; sustained effective classroom and behavior management

Long Beach Unified School District (LBUSD) | Long Beach, CA

Student Evaluation Technician

June 2007 – September 2007

- Administered and scored the California English Language Development Test (CELDT)
- Evaluated and assessed student comprehension for language development in English, Spanish, Khmer, articulation, and audio/visual skills; translated directions for students to Spanish

Huntington Beach Union High School District (HBUHSD) | Huntington Beach, CA

Special Education Instructional Aide/Translator

August 2006 – June 2007

- Tutored and mentored students in a special education classroom; supervised and facilitated classroom activities; observed student progress and behavior and reported to teacher and parents when necessary
- Administered, scored, and corrected classroom and homework assignments as well as tests
- Translated from English to Spanish and vice versa in Individualized Education Program (IEP) Meetings

University of California, Irvine (UCI) | Irvine, CA

Team Leader

August 2006 – June 2007

- Participated as an AmeriCorps member working one-to-one with at-risk preschool children in their Jumpstart intervention program to prepare students for school success
- Led seven college students to provide developmentally appropriate literacy-building activities in combination with social and emotional readiness to children through one-to-one relationships; coached team members by modeling developmentally appropriate practices, conducting observation, and providing feedback
- Facilitated team planning meetings and led biweekly in-classroom activities to promote children's educational development; coordinated team administration, including facilitating well-organized meetings and reviews and managing notes and records

Program Assistant/Teacher Assistant

October 2004 – June 2007

- Engaged middle school students in the Saturday Academy Math (SAM) Program in algebraic concepts through a hands-on curriculum; presented financial aid & UC eligibility workshops for parents and students

- Supported teachers in the classroom by helping students with activities and introducing activities; administered assessments, monitored students' progress, and organized and facilitated the activities

Research Assistant/Home Visitor

October 2004 – July 2006

- Modeled to Home-based Activities Building Language Acquisition (HABLA) parents' effective methods to enhance language and promote literacy and education in the home; observed and wrote anecdotal reports for each home visit
- Administered evaluation test at participant's home or school site, scored evaluation tests, inputted scores in a database, created files for participants and kept an accurate filing system with up-to-date paperwork of all participants

Huntington Beach Union High School District (HBUHSD) | Huntington Beach, CA

The Dropout Recovery Liaison

October 2004 – July 2006

- Guided and advised dropout students and their parents to continue the student's high school education; maintained an effective line of communication to provide resources and facilitate dropouts' transition to an educational placement
- Developed student academic plans; facilitated student personal adjustment; tracked attendance and enrollment

VOLUNTEER WORK

Compton Community College (CCC)

Citizen's Oversight Bond Committee Community Representative

June 2019 – January 2021

- Participate in meetings scheduled every other month to review copies of the oversight bond report, annual independent performance audit, and independent financial audit and inspect efforts by the District to maximize bond proceeds by recommending various cost-saving measures

University of California, Irvine (UCI) | Irvine, CA

Administrative Intern

June 2004 – June 2005

- Managed and allocated the Cross-Cultural Center's budget of \$1,000 related to the Umbrella Council and their programs; performed administrative office duties in high traffic and often-interrupted environment

PROFESSIONAL AFFILIATIONS

- California Association for Marriage and Family Therapists (CAMFT) **September 2020 – Present**
- Chi Sigma Iota Counseling Academic and Professional Honor Society (CSI) **March 2020 – Present**
- National Career Development Association (NCDA) **June 2019 – Present**

PROFESSIONAL DEVELOPMENT

Rancho Santiago Community College District - Office of Diversity, Equity, & Inclusion

Rancho Academy Developing California Community College Leaders Certificate

January 2021

California State University Fullerton –Diversity Initiatives & Resource Centers

Inclusive Leadership Program (ILP) Certificate

January 2021

Chi Sigma Iota (CSI) Counseling Academic and Professional Honor Society

Racism as a Mental Health Challenge: An Antiracist Counseling Perspective

August 2020

California Association for Marriage and Family Therapists, Orange County Chapter

14th Annual Celebrate Everything MFT Webinar: Trauma and Self-Care

June 2020

California Association of Marriage and Family Therapists, Orange County Chapter

Cultural Humility: Where the Personal and Political Intersect

June 2019

MENTOR

Narges Rabii-Rakin, Ed. D.

Chief Advisor for Academic and Diversity Programs