

Professional Experience**Pasadena City College 2018 - Present***Student Equity - Community Overcoming Recidivism through Education 1/20-Present*Responsibilities

- Intake management
- Provide guidance to students in preparation of their educational plans
- Assist students with the registration and financial aid process
- Evaluate and address individual student needs and concerns
- Assist in organizing events

*Disability Student Program & Services – Test Accommodations 09/18-Present*Responsibilities

- Proctor and keep records for test accommodations
- Communicate with program staff, instructors and college staff
- Schedule appointments for students with staff members; answer telephones; provide information and assistance to students, staff and public who come into the DSP&S office
- Maintain confidential student records and files

*Administrative Assistant to Associate Dean of Special Services 09/18-10/18*Responsibilities

- Initiates and answers telephone calls; screens and directs calls; greets visitors and directs to appropriate personnel; routes and distributes incoming mail and other materials; prepares outgoing mail and packages.

Consolidated Tribal Health Project, Inc., Ukiah, CA. 6/18-9/18*Communication Clerk*Responsibilities

- Assists patients with information requests, transferring to correct departments or staff, assist patients over the phone
- Exercises problem-solving and conflict resolution skills when handling patient complaints
- Perform day-to-day administrative functions and general office duties
- Scheduling patients based on predetermined appointments
- Coordinating with other departments

Mendocino College 12/14-5/17*Admissions & Records Student Assistant 01/16-05/17*Responsibilities:

- Answer questions from and provides support services to students and visitors
 - Compiles information and data for various reports; checks and ensures accuracy of the data
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- Maintains accurate and detailed spreadsheets, files and records, verifies accuracy of information and records information
- Office support, screens calls, visitors and incoming mail
- Knowledge of Family Educational Rights and Privacy Act (FERPA)

Financial Aid & EOPS/CARE Student Assistant 12/14-12/15

Responsibilities:

- Processing and evaluating application materials
- Collected applications and required documentation to determine financial need (BOG Wavier)
- Assists with planning and organizing outreach programs, services and events
- Assisted with workshops and presentations on various topics related financial aid/EOPS/CARE programs; creates, develops and revises workshop materials, handouts and packets
- Prepares and maintains student files and records

Education

Master's in Business Administration, University of California, Riverside, 2019-Present

B.S., Business Administration, University of California, Riverside, 2019

A.S., Business Administration, Mendocino College, 2017

A.A., Sociology, Mendocino College, 2017

Certification, Computer Applications, Granite Adult School, Represa, CA, 2013

Leadership

2021 SHRM – Getting Talent Back to Work Certificate

2021 Rancho Santiago Community College – Office of Diversity, Equity, & Inclusive – Building California Community College Leaders

2020 Domestic Violence Counseling and Advocacy Training Certificate

2020 Chancellor's Making Excellence Inclusive Graduate Division Diversity Certificate Program

2018- 2019 Title II Executive Steering Committee – Tribal Representative for State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) at Board of State and Community Corrections

2015-2017 Equity Committee-Student Representative at Mendocino College

Volunteer Work

2019 UC Riverside: Botanical Gardens

2019 Native American Student Program

2018 UC Riverside: Native American Student Program

2015-2017 Phi Theta Kappa

2015-2016 Kohl's Relay for Life

2016 Grace Hudson's Health Fair

2015 Rotary Club Triathlon

2014-2015 Potter Valley Tribe