

## FIRST LAST

(619) 260-4654 name@sandiego.edu <https://www.linkedin.com/in/name>

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### SUMMARY

Peace Corps alumna with more than eight years of experience in early childhood and alternative education. Experience in teaching, curriculum design, qualitative and quantitative research, program development, cross-functional team building, grant writing, and fundraising. Fluent in written and oral Spanish.

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### EDUCATION

*University of San Diego – Joan B. Kroc School*  
M.A. Peace & Justice

San Diego, CA  
Expected: May 2020

*Relevant Coursework: Leadership, Human Security, Conflicts Analysis & Resolution, Human Rights, Nonprofit Management, Restorative Justice Certificate*

#### Research Experience:

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- Research assistant to Professor Jane Smith. Conducted qualitative data analysis, policy analysis and other forms of written content relating to sex trafficking, human trafficking, and community violence.
- Conducted research and created a regional report on gender-based violence in the United States; report was presented at the International Rehabilitation Council for Torture Victims November 2017 Conference.

*California State University, Fullerton*  
B.S. Criminal Justice

Fullerton, CA  
May 2007

- Minor: Anthropology. GPA: 3.5

### INTERNATIONAL EXPERIENCE

*United States Peace Corps*

Literacy Promoter and Early Childhood Manual Coordinator

Dominican Republic  
March 2008 - May 2010

*Worked alongside a community and public school to promote a schoolwide love for reading; wrote a grant with my community to create the first library and promoted parent involvement within the public school.*

- **Culture of Learning:** Promoted literacy and critical thinking skills among youth via activities such as the first spelling bee, tutoring, and Promotores de Lectura (reading promoter group).
- **Teacher Development:** Strengthened pedagogical practices to make teaching more effective at a school of 340 children. Presented all teachers with different teaching methods, information and conferences throughout the school year.
- **Academic Intervention:** Instructed at-risk children (grades primary to fourth) entirely in Spanish to promote language literacy and prevent academic failure and repetition.
- **Grant Writing:** Wrote, managed, and closed a grant creating the first library and purchasing over 600 books for all ages.
- **Early Childhood Education:** Co-created and edited the first manual about ECE as a resource for volunteers to use in their communities.
- **Health Education & Promotion:** Presented sexual education and prevention talks in the high school for the first time. Started Deportes Para la Vida camp in the community, graduating over 40 young adults in the program that uses sports as a way to teach about HIV/AIDS and prevention.

#### IMPORTANT NOTES

1

Always customize your LinkedIn public profile URL to make it concise and easy to follow if you want to list it on your resume.

2

For job seekers with significant work experience, it is an option to have a brief Summary section to highlight notable skills. If possible, tailor this section to match different jobs.

3

Although this is not a curriculum vitae, you can briefly list relevant coursework and research experience if they are particularly relevant to your career interest.

**PROFESSIONAL EXPERIENCE**

**Free To Thrive**

San Diego, CA  
May 2019 - Present

**Intern**

*Free to Thrive empowers survivors of human trafficking to be free from exploitation and to thrive by providing legal services and connections to other supportive services.*

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- Search for and wrote multiple grant applications for funding
- Design, write and edit the first annual report for the organization
- Research and write a blog on technology addiction and human trafficking
- Support the planning of the inaugural fundraiser in November 2018

**Project Concern International**

San Diego, CA  
May 2019 - August 2019

**Learning and Documentation Fellow**

*The Learning and Documentation Fellow was a partnership between USD Joan B. Kroc School of Peace and Justice and Project Concern International (PCI). The fellowship directly supported PCI's human trafficking prevention initiatives, the Girls Only! (GO!) and Boys Only! (BO!) program.*

- Analyzed and documented the 2018-2019 program results of 15 different GO/BO implementing sites
- Conducted research to support the creation of four new curriculum activities
- Collected primary data via key informant interviews
- Supported a program stakeholder analysis process, yielding a product to increase visibility and expansion across San Diego Unified School District

**LePort Montessori Schools**

Mission Viejo, CA  
May 2010 - May 2018

**Assistant Teacher**

*LePort Montessori Schools provide infant to eighth grade education that focuses on essential knowledge, thinking skills, and strength of character.*

- Managed and directed 24 students ages 2-6 years old in the classroom
- Kept students engaged in Montessori lessons and directed them to make good choices during academic hours
- Communicated with parents regarding relevant information on a daily basis
- Created, managed, and taught after-school curriculum programs such as an art program for grades one through four and Montessori in Motion after-school sports program

**ADDITIONAL EDUCATION AND AWARDS**

- **Saddleback College:** Mission Viejo, CA (2010): Early Childhood Development and Early Childhood Education Associate Teacher Permit
- **United States Peace Corps:** Dominican Republic (2008): Diversity Committee Training completion certificate

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IMPORTANT NOTES

4 It is optional to provide a brief overview of the organization or your work there.

5 If you have a multipage resume, add your name and page number beyond the first page.