

JOSHUA VILLANUEVA
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EDUCATION

University of California, Irvine Irvine, CA
Bachelor of Arts, Social Policy and Public Service June 20XX
Bachelor of Arts, Education Sciences

PROFESSIONAL EXPERIENCE

KidWorks Santa Ana, CA
Youth Family and Engagement Development Intern/Researcher January 20XX – Present

- Responsible for helping students (6-12th) understand material and learn in a way most beneficial for them, maintaining atmosphere conducive to learning
- Support staff by creating program activities, lessons, and behavior management throughout the facility
- Collect data on children (K-6th) through observational methods to study the organization's effects on children's well-being

UC Irvine School of Education Office of Student Affairs Irvine, CA
Administrative Assistant September 20XX – January 20XX

- Adapted to diverse work styles and consistently provided friendly, personable service
- Manage telephone/in-person inquiries to delegate or relay messages to the appropriate department or individual
- Oversee office filing and record management for UC Irvine's Education Masters and Teaching Credential Program

Child Creativity Lab Santa Ana, CA
Education Programs Intern June 20XX – September 20XX

- Facilitated STEM based workshops for children (K-8th) to promote learning through creative play
- Hosted and developed educational outreach events for underprivileged communities with a team of 5
- Collaborated with staff of 10 to align organization activities to current educational standards primarily focusing on the Next Generation Science Standards

CO-CURRICULAR ACTIVITIES

Kappa Delta Pi International Honor Society in Education, UC Irvine Chapter – ***Vice President*** June 20XX – Present

- Maintain social media platforms and create content to promote club activities to the public
- Coordinate quarterly service events for members to gain exposure in the active educational field
- Manage weekly meetings by planning, organizing and collaborating with a board of six members to offer various resources and educational insight to our society members

UC Irvine Circle K International – ***Spirit-Social Chair/Mentor*** April 20XX – June 20XX

- Created and facilitated four social events per month to promote meaningful relationships between 400 club members
- Fostered a supportive environment to help over 30 students transition into college through integrated socials, community service events and leadership opportunities

RESEARCH

Undergraduate Research Opportunity Program – *Research Assistant, Dr. Judith Sandholtz* April 20XX – June 20XX

- Transcribed interviews from subjects addressing the value of teacher training programs
- Evaluated validity of teaching programs and continuity of use in the classroom setting
- Presented findings and poster presentation at UC Irvine's Undergraduate Research Symposium 20XX

SKILLS

Computer: Adobe Photoshop, Microsoft Suite, Transcription
Language: Fluent in Spanish