

# Leah Guzman

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## EDUCATION

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### University of California, Irvine, Irvine CA

Sep 20XX—Jun 20XX

- Double Majors: Bachelor of Arts in Psychology and Social Behavior & Bachelor of Arts in Education Sciences
- Specializations: Early Childhood Learning and Development & Children's Learning and Development
- GPA: 3.7 & Dean's Honor List: 11

## WORK EXPERIENCE

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### Peer Academic Advisor | UCI School of Education, Irvine CA

May 20XX—Present

- Counsel diverse undergraduate students in Education major selection, class scheduling, and resource referrals
- Maintain awareness of current course offerings per quarter and school programs, major, academic unit, minor
- Offer assistance and consultation to campus organizations – Study Abroad, Divisions of Career Pathways
- Act as liaison between Education Academic Counselors and students in resolving academic advising problems

### Bright Horizons Teacher, San Francisco CA

July 20XX—Sep 20XX

- Assist, supervise, and interact with 60+ children in kindergarten through sixth grade to maintain children's safety
- Implement curriculum with 5 teachers regarding snack, homework, and enrichment activities to maintain structure
- Assess children on Desired Results Development Profile on measures (e.g., Self and Social Development, Health)
- Tutor children individually with homework assignments on subjects of mathematics, social studies, and reading

### Receptionist at Great Clips Inc., Irvine CA

May 20XX—Nov 20XX

- Handle all money transactions with customers via cash, gift card, and credit card to ensure productivity of salon
- Open and close register, monitor cash amount, count and record money in cash drawers to ensure correct amount
- Practiced professional phone etiquette and customer service while handling customer inquiries and complaints
- Assisted in the training of 1 receptionist and 2 stylists to navigate the Great Clips computer system efficiently

## EXTRACURRICULAR ACTIVITIES

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### Academic Coordinator, Kababayan at UCI, Irvine CA

Jun 20XX—Present

- Maintain communication between 400+ general member Pilipinx American club and academic counseling offices
- Implement an academic mentorship program with 100+ student pairings of lowerclassmen and upperclassmen
- Coordinate weekly study hours and mentorship meetings to promote academic development of general members
- Facilitate discussion with 18 board members about academic programming and career events to improve the club

### Intern for University Park Elementary School Child Development Center, Irvine CA

Jan 20XX—March 20XX

- Design and create documentary boards around classroom using various media to showcase students' artwork
- Assist, supervise, and interact with 60+ children in kindergarten through sixth grade to maintain children's safety
- Implement curriculum with 5 teachers regarding snack, homework, and enrichment activities to maintain structure
- Assess children on Desired Results Development Profile on measures (e.g., Self and Social Development, Health)

## SKILLS

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- Proficient in Microsoft Word, Microsoft Power Point, Research, Marketing and Creating Social Media Posts