

## **Linda Heredia Chavez**

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### **EXPERIENCE**

#### ***Family Involvement Coordinator Intern***

July 2016 - Currently

#### **University Of California Santa Cruz, Santa Cruz, CA**

- Recruit parents along with my supervisor for our informational parent workshops on the following topics: Financial aid, College systems and elaborate on our program's objectives
- Advise low income and migrant parents on 1 on 1 and group settings about the importance of their children's education in this country
- Reduce parents doubts on their children's opportunity to strive in college
- Utilize Excel to input student's information

#### **Tutoring( service learning)**

September 2018 - October 2018

#### **Monterey County Free Libraries King City Branch, King City, CA**

- Worked 1on 1 and in group settings with k6 grade students on homework assignments
- Translated student's homework from English to Spanish
- Participated in "Reading activity" on bilingual literature
- Empowered the translation skills of the students by choosing words from books and defining them in both languages

### **Campus Involvement**

#### **Volunteer, Panther Prep Day Hartnell College**

April 2017

- Collaborated in registering 308 students into Hartnell College at the King City Education Center
- Guided new incoming community college students to the area where information was being presented on their major of interest
- Educated five students on the courses required to obtain an associate degree for transfer in Spanish
- Advised five students about financial aid resources and budgeting saving plans

### **EDUCATION**

California State University Monterey Bay Marina, CA

August 2018 - Currently

Spanish Associate degree Hartnell College Salinas, CA

June 2016 - May 25 2018

### **SKILLS**

- *Bilingual/ bilateral in Spanish and English*
- *Technical/ Upgrade year by year the types of service I have provided to parents and students, using Excel and data entry websites*
- *Team Worker/ collaborated in organizing a field trip for parents and students to*

*CSUMB with a group total of fifteen*

**HONORS AND AWARDS**

Valedictorian, Hartnell College

Summer 2016 - Spring 2018

*GRADE 9.7*