

Cam-An Navarro

[Contact info redacted for online publication]

EDUCATION:

Bullying Prevention in Our Schools Certificate

University of San Diego, Professional & Continuing Education San Diego, CA May, 2015
GPA: 4.0

College Counseling Certificate

University of California, Los Angeles Extension Los Angeles, CA June, 2009
GPA: 4.0

Master of Arts in Counseling & a Pupil Personnel Services Credential

Loyola Marymount University Los Angeles, CA December, 2006
GPA: 4.0
Graduate Student of the Year, School Counseling Program, 2007

Bachelor of Arts in Psychology with a minor in Education Studies

University of California, Los Angeles Los Angeles, CA June, 2004
GPA: 3.8

TEACHING EXPERIENCE

CALIFORNIA STATE UNIVERSITY, LONG BEACH, Long Beach, CA

Part-Time Instructor January 2018 – Current

- Teach School Counseling program fieldwork seminar courses
- Provide instruction and discussion of School Counseling related topics
- Mentor and support candidates in conjunction with the candidate's site supervisor
- Guide candidates in compiling their fieldwork portfolio, which includes documents that shows the candidates fulfilled Commission on Teacher Credentialing (CTC) requirements

LOYOLA MARYMOUNT UNIVERSITY, Los Angeles, CA

Part-Time Instructor January 2016 – December 2017

- Teach School Counseling program fieldwork seminar courses

Guest Speaker, Interviewer, Various Counseling Program Courses April 2007 – December 2017

- Participated in mock interviews for candidates who were completing the Counseling program. Interviews included providing feedback on interviews and portfolios
- Guest Speaker in School Counseling program courses. Lecture topics include A-G requirements, Financial Aid, Letters of Recommendation, Personal Statements, NCAA requirements, and Common Core State Standards, Counselor's role in Special Education Services
- Participate in Q & A panels for students currently in the Counseling program

Counseling Fieldwork Intern Supervisor January 2011 - Current

- Supervise and provide support to counseling interns
- Provided feedback and training to interns

COUNSELING FIELD RELATED EXPERIENCE

NORTH HIGH SCHOOL, Torrance, CA

Counselor August 2016 – Current

- Provide guidance and support to a diverse caseload of 475 students
- Advise students in selecting courses and developing an academic plan
- Review transcripts to track students' credits and develop a plan for students to recover credits
- Individual counseling in personal crisis situations
- Perform classroom and parent presentations regarding graduation requirements, college requirements, and career exploration
- Provide college & career counseling, including assisting students with the college application and enrollment process for four year colleges/universities and community colleges
- Manage 504 Plans for students on caseload

COUNSELING FIELD RELATED WORK EXPERIENCE (continued)

- Participate as an IEP team member, which includes attending meetings and consulting with teachers, administrators, and School Psychologists in supporting students with IEPs
- Provide DIS Counseling to students on caseload
- Connect students and parents with resources and support in the community, including community tutoring programs, counseling, and mentoring programs

UNIVERSITY OF CALIFORNIA, LOS ANGELES, Los Angeles, CA

UCLA Admissions Reader November 2019 – Current

- Trained and certified by the UCLA Admissions office to read and rate undergraduate freshmen applications.
- Read 500 applications in an application season.

SANTA MONICA HIGH SCHOOL, Santa Monica, CA

Advisor (Counselor) January 2007 – June 2016

- Provided guidance and support to a diverse caseload of 300 students as a Counselor
- Administered lower-level discipline
- Monitored students' attendance and grades and provide interventions when necessary
- Facilitated mediations between students involved in conflicts

Department Chair August 2012 – June 2015

- Presided over, supported and advised a department of ten counselors
- Coordinated projects for the department, including guidance curriculum and events
- Planned and conducted department meetings
- Participated in various site level committees, including those that address policy, instruction, intervention, and WASC accreditation
- Initiated and facilitated problem solving when issues involving the department arose
- Guided the department in developing and advocating for a comprehensive counseling program
- Worked with counselors and administrators in developing or adjusting protocol for the department
- Communicated and coordinated with feeder schools regarding the programming of incoming students

WESTCHESTER HIGH SCHOOL, Los Angeles, CA

Counselor Intern August 2006 – December 2006

- Provided college counseling, individual, and group counseling to students
- Performed guidance curriculum presentations in the classroom on the fours system of higher Education in California and college admissions requirements
- Assisted in coordinating the administration of the PSAT

Teaching Assistant January 2006 – May 2006

- Tutored Algebra students during classes in an individual or small group setting, 15 hours per week
- Taught math concepts to class

WISEBURN SCHOOL DISTRICT, Hawthorne, CA

Counselor Intern May 2006 – August 2006

- Provided in-service presentations to staff on mandated reporting
- Provided individual and group counseling
- Provided classroom guidance curriculum to Kindergarten classes
- Planned and executed various office tasks and projects for the district office

SKILLS

- Languages: English, Conversational Vietnamese, Conversational Spanish
- Computer Skills: Extensive experience with Microsoft Word, Microsoft Excel and Microsoft PowerPoint