

- Managed classroom setting, enforced rules, encouraged student collaboration
- Measured growth performance through testing protocols and policy
- Created Life Science curriculum for teaching vacancy at Monaco Middle School

### **Walgreens, Honolulu, HI**

*Assistant Store Manager: Graveyard Shift Manager, 06/09-09/10*

- Managed store including employee supervision, customer service, inventory, and loss prevention
- Reconciled base line cash requirement (\$7,000) daily to meet internal control policy
- Managed internal control protocols over register cash. over \$10,000 daily

### **Sodexo Catering**

*Position Title: server 02/07-05/09*

- Assume all responsibilities including:
- Servicing all guest
- Direct customer interaction to assure satisfaction with the quality of service
- Independent Actions include leaving kitchen unit unsupervised to attend events that would be self supervised with the help of other staff members
- Organizational skill required to ensure all details of the event are met with customer approval

### **ACTIVITIES**

**University of Hawaii Manoa Sailing Team, Crew, 08/07–06/08**

**Lindbergh Schweitzer Elementary School, Volunteer, 01/04–01-11**

- Supervised preschool children, including those who were disabled
- Encouraged disabled children by singing songs and participating in arts and crafts

### **ADDITIONAL INFORMATION**

Fluent in spoken and written Spanish

Competency in Word, Excel, and Power Point

# Marina Wilson

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## EDUCATION

**Santa Monica College**, Los Angeles, CA

*Professional Accounting Certificate*

Graduation: Winter 2017

**Undergraduate School University of Hawaii Manoa**

*Bachelor of Arts Sociology; Minor in Spanish Language*, August 2009 Cumulative

GPA: 2.85

## EXPERIENCE

**Fallbrook Union Elementary School District**

Substitute Teacher, 08/01/2015-present

- Instruct students individually and in groups, using different teaching methods, such as lectures, discussions, and demonstrations.
- Adjust teaching methods and instructional materials to meet students' different needs and interests.
- Give feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- Review class material with students by discussing text, working solutions to problems, or other assignments.
- Teach students study skills, note-taking skills, and test-taking tactics.
- Establish and enforce rules for behavior and for maintaining order among the students.
- Meet with parents to discuss their children's progress and to define priorities for their children's academic needs

**San Diego County IHSS (In Home Supportive Services)**, Fallbrook, CA

Caregiver, 08/01/2014-present

- Perform domestic services, errands, and meal preparations.
- Record and document patient behavior or medical symptoms
- Give physical support to help patient perform daily activities
- Care for patient by bathing patient , changing linens, and washing and ironing laundry

**Clark County School District**, Las Vegas, NV

*Guest Teacher*, 08/11–06/13

- Instructed and taught curriculum according to teacher preference: K through 12 any subject