

David E. Garcia

SAGE Scholar

EDUCATION

University of California, Berkeley

- *College of Letters and Science*
- Bachelor of Science in Integrative Biology with Pre-med, May 2010

REVELANT COURSEWORK

College Writing R1A, Chemistry and Spanish

QUALIFICATIONS

- Rapid learner and highly motivated
- Communicate effectively and listen actively
- Works individually or in a team
- Bilingual and proficient in Spanish
- Possess the ability to decipher and resolve problems logically and conceptually

SKILLS

Communication

- Assistant to the Business Manager and to SLAS/EOP academic counselors.
- Introduce Low-income, first generation students to various services in SLAS/EOP.
- Provided excellent customer service and addressed any questions.
- Update staff and administered appointment calendars.
- Maintain and coordinated daily office procedures.
- English and Spanish translator between lawyers and undocumented people.

Training & Development

- Coordinated outreach programs that advocate academic ideals, transitioning to a college environment, and service towards the community
- Mentor and tutor low performance students with endanger of dropping out
- Collaborated with teachers and counselors to facilitate meaningful study
- Interviewed cooperative members for central level and central kitchen positions
- Deliberated with supervisors to select those who were best qualified for the positions

Organization

- Organize outreach in the University of California Berkeley for 90 student
- Prepare the spring semester retreat for Casa Magdalena Mora scholars
- Arrange meetings with parents to discuss about the student's improvements

WORK HISTORY

Early Academic Outreach Program	2009- present
United Students Cooperative Association, Berkeley, CA.	2009- Present

Volunteer Work and Activities

Student Life Advising Services / Educational Opportunity Program	Aug'08-Dec'08
Summer Bridge Program	Jan'09-May'09
Casa Council Chair, Casa Magdalena Mora, UC Berkeley	Aug'08-May'09
Berkeley Organizing Congregations for Action (BOCA)	2009-present