

Karen Martínez Bravo

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Objective:

Assistant Professor Counseling, Santa Ana College.

Education:

April 2018 to October 2019

National University, Costa Mesa, CA- **Master's in Science, Educational Counseling, within Focus in Higher Education with Distinction**

May 2017

California State University Long Beach, Long Beach, CA - Bachelors in Spanish
Emphasis: Translation and Interpretation Studies

June 2008

Santa Ana College, Santa Ana, CA - Associate's Degree
Liberal Arts and Philosophy

Certifications:

October 2020 to present

Rancho Academy- Developing Community College Leaders Certificate

December 2020 expected February 2021

Online Canvas Completion Certificate

April 2019

Group Crisis Intervention Certificate

Costa Mesa, CA- Crisis Response Network (CRN) Educational Services

August 2018

Suicide Intervention Training

Costa Mesa, CA- Didi Hirsch's Suicide Prevention Center

Publication:

The Effects of Trauma in Latino Students in Higher Education, Master's Thesis,
Expected 2022. **Principal Investigator Dr. Ronal Morgan**

Relevant Experience:

Student Success Coach for STEM Career Guided Pathway

Fall 2020 to Present, Santa Ana College, Santa Ana, CA.

- Assigned to & communicate (phone, email, text) with 457 STEM students
- Maintain Students Records using Excel spreadsheets and Starfish.
- Ensure that each student has submitted Financial Aid and Dream Act applications
- Advice students to enroll in mandatory courses and prerequisite courses to complete an educational goal
- Advice students to meet with their counselor to complete their comprehensive academic plan and increase student success
- integrated Student Support Services and outside community support
- Design and facilitate workshops in Financial Aid& other fundamental skills

Santa Ana College Counseling& Teaching Intern.

Fall 2018-Present, Santa Ana College, Santa Ana, CA.

Teaching:

- Shadowed various counselors: Dennis Gilmour, Maria Aguilar- Beltran, Haydee Gonzales, Issac Guzman, Joanna Campos, Ann Lockhart, Rochelle Zook, and Maribel Pineda

- Observed and contributed to course design and lesson planning.
- Applied useful training modules. Including the creation of presentations and PowerPoint documents.
- Helped develop instruction curriculum for Helping Profession course
- Utilize a variety of teaching styles and methods to accommodate diverse learning styles of faculties and students.
- Provided on-campus and online support to students in a receptive, positive, learning-oriented environment.
- Prepare weekly feedback and performance evaluations and analyze students' performance

Teaching Experience Courses

Introduction for Human Services	Spring 2020
Career/ Life Planning and Personal Exploration	Spring 2019
Freshman Exploration	Fall 2019 and Fall 2018
U-link Program Orientation to College	Summer 2019

General Counseling/Transfer Counseling: August 2019 to Present

- Provide online and paper comprehensive educational plan, career, transfer, and personal counseling to current and prospective students.
- Promote student success, host workshop for financial aid, facilitate proactive educational planning and lifelong learning, serve and enrich our diverse community, encourage innovation and maintain excellence in all aspects of academic, personal, and career counseling
- Advocate for Student' needs, collaborate with various programs.
- Collaborate with Cal State Universities, Universities of California and Private University
- Provide appropriate counseling and transfer information to general and special student populations, including veterans, disadvantage, first-generation, international, equity groups, academically at-risk students, disabled students, and re-entry students.
- Assist in College fairs, presentations to mandatory college courses such as English and Critical Thinking courses
- Assist students in making decisions relative to career/major choice educational planning, and transfer to four-year institutions.
- Participate in curriculum development, implementation, and evaluation
- Participate in the college's outreach program with local high schools in Early Decision and the community as it relates to collaborating and strengthening the transfer pipeline between the high school, community college, and the four-year institutions
- Assist students in seeking a referral to appropriate community agencies or services in response to educational, vocational, or personal concerns.
- Keep accurate records of student enrollment, attendance, and progress
- Submit student grades according to established deadlines
- Post and maintain scheduled office hours

EOPS/CARE/ CALWORKS Counselor Intern: February 2018 to June 2020

- Provide academic, career and personal counseling to EOPS/CARE/CalWORKs students potential EOPS/CARE/CalWORKs students
- Represent the EOPS/CARE/CalWORKs program on campus to management, other departments, committees, student groups
- Provide leadership in the counseling component in the EOPS/CARE/ CalWORKs program

- Work directly with the dean, EOPS/CARE/CalWORKs coordinator, and faculty/counselors to plan for program reviews, events, workshops modifications, program allowances
- Assist in developing a staffing plan to meet short-term and long-term needs and goals, and assist in the development of job descriptions for new positions
- Assist the coordinator with the monitor of the EOPS/CARE/CalWORKs programs
- Submit information in approved state reporting format
- Assist in preparing the annual EOPS/CARE Project Plan and set operational policies for implementation.
- Establish and execute a comprehensive outreach program focused on the recruitment of the historically economically disadvantaged, academically underprepared, and underrepresented population

Relevant Software

Student Data Bases

- Starfish
- EllucianStudent Plan
- Datatel
- Laserfiche
- SARS
- Web Advisor
- Super Strong career assessment

Transfer Resources

- Assist.org
- AD-T
- Transfer Counselor Website (CCC)
- Learning Management Systems (LMSs)
- Blackboard
- Canvas

Virtual Communication

- Cranium Café
- Zoom
- MS Office365
- PowerPoint
- Excel
- Word
- Outlook
- Microsoft Teams

Relevant Experience:

- Transitioned virtually online teaching platform during the breakout of pandemic COVID-19
- Counsel and assist students in identifying resources for scholarships and financial aid, colleges, and universities
- Prepare course materials such as syllabi homework assignments and handouts
- Initiate facilitate and moderate classroom discussions, online and in-person providing an inclusive approach
- Deliver lectures to students such as career exploration, mental health, human services course, and facilitate workshops
- Assist students with community resources
- Analyze student data and trends
- Create an online comprehensive educational plan
- In-depth knowledge of universities and colleges, admission policies, application procedures, and timelines
- Innovative and creative thinking skills
- Collaborate with strategic learning departments to request accommodations for standardized testing and to assist students in researching and applying to universities
- Culturally responsive teaching
- Ability to communicate and collaborate effectively to be inclusive with any students and all organizational levels
- Communicate effectively, both orally and in writing, using strong oral and written communication skills
- Exceptional interpersonal and group communication skills with all diversity
- Bilingual Interpreter -Spanish Interpreter from Spanish to English and English to Spanish

Professional Development

Training

Santa Ana College STEM Financial Aid	October 2020
Career Academic Guided Pathway	October 2018- present
Rancho Santiago AB 705 Meetings	October 2018- June 2019
Undecided Major Workshop	December 2019
Super Strong Career Assessment	September 2019
Santa Ana College Counseling Division Meetings	2018 and 2019

Conferences:

ELAC Town Hall on Racial Equity and Social Justice with Dr. Angela Davis	November 13th 2020
The 24 th Annual Road to Teaching Conference With Keynote Speaker Jeff Duncan-Andrade, PHD	November 13th 2020
California Community College Equity Leadership Alliance eConvening	November 12th 2020
Understanding and Confronting Anti-Black Racism Senate Board Meeting	November 3rd2020
Rancho Santiago Community College District Board Meeting	October, November, December 2020
Excellence Through Equity Virtual Riverside County	September 2020
Road to Teaching Conference Santa Ana	November 2019
Cross-Cultural Conference Santa Ana	November 2019
UCLA Youth Empowerment Conference University of California of Los Angeles	May 2019
CSULB Counselors' Conference Long Beach	November 2018
Community College Counselor Conference University of Southern California	November 2018
Trauma-Informed Conference Costa Mesa	April 2018
Care Workshop Anaheim	April 2018
Emerging Scholars in Social Justice Cal State University Long Beach	April 2018

Internships

August 2020 to Present

Rancho Academy, Rancho Santiago Community College, Santa Ana, CA

Counselor Intern

- Synchronous and asynchronous 10-week training program and active engagement with the assigned mentor
- Recognize the wide range of community college students' academic preparedness, learning styles, and backgrounds
- Recall the level of racial, social, and cultural awareness necessary to serve the community college student population effectively

High School Counselor Intern

April 2018 to Present

Alliance Susan and Eric Smidt Technology High School, Los Angeles, CA

Completed over 100 hours of practicum and 900 internship hours.

- Provided one on one counseling and planning services to a diverse student population including IEP students, ESL students, undocumented students, teen-parents students, home displacement students, first-generation college student, and students of low socio-economic status
- Review transcripts to track students' graduation requirements
- Assist and translate English to Spanish and Spanish to English in Individualized Educational Programs meeting, workshops, student conference, parent meetings, workshops, and community meetings
- Facilitate mental health workshops for students incoming 9th to 12th grade.
- Organized and coordinated Universities field trips and Northern Trips, Assist in tours
- Collaborate with student, parents, and community to provide housing, shelter, food, mental health, outside services
- Student home visits and collaborate with social community agencies

Teaching Observations:

Introduction to Psychology

February 2019 to June 2019

Introduction to Abnormal Psychology

February 2019 to June 2019

Skills for Helping Profession

February 2019 to June 2019

Volunteer Experience:

4GIRLS Organization volunteered as a mentor to.

2018-present

empower, inspired middle school-age girls in low-socioeconomic communities, donate clothing and food

The Lions Club, volunteer as interpreter and doctor's assistant

2010-2018

Mary's Kitchen volunteered to prepare food and donating food

2009-2011

Public Law Center volunteer as interpreter

2012-Present

American Red Cross, volunteer blood donor

2001-Present

Skid Row volunteered to serve food and ensured necessities

2004-2005

Santa Ana College DSPS, an aide for a student with disabilities

2001-2004

assisted students by taking notes

Other Experience:

Bender Optometry

2010- 2018

Tustin, CA

Optometrist Assistant

- *Administrative Director*- Interview possible employees, create team goals, coordinate events, delegate office operations, stock office supplies, order contact lens supplies, directly work with the doctor, pharmaceutical companies, and official representative.
- *Marketing Coordinator* - Created datasheets for patient outreach. We are increasing new patients by going to multiple union store sites, health fairs, vision health fairs, phone bank outreach, and improving patient retention by providing extraordinary eye care.
- *Nursing Home Director*- Providing excellent eye care services to mental health nursing homes patients, scheduling facilities, contact insurance, patient financial responsibilities
- *Director of Vision Programs* –Orange County Rehabilitation Center, Lions Club, and Embee Inc, scheduled vision services with centers, work with vision and medical

insurance billing, financial parties, administer vouchers for low-income patients and low-vision patients.

- *Interns Coordinator*- Train, educate, and supervise medical students with the latest technology equipment, medical devices, latest program software. Provide excellent patient care, creating medical projects to increase knowledge in their performance, and carefully providing excellent medical procedures training.
- *Union Liaison Coordinator* - Attended multiple union stores to outreach for patients, provided education on eye care, hosted vision insurance group projects, create a handout to employees about their eye care benefits, insurance, and provided the store with educational eye care medication samples.
- *Invoice Reports*- organized and quality checked invoices, imputed patient eye care. Eye wear charges in company files, managed contact frames and medication invoices, daily and night reports, counted and verified company cash at the end of day services.
- *Store Inventory* – checked frames to update retail prices, order frames, count incoming frame inventory to match the invoice.
- *Medical and Vision Insurance verification*- utilize different medical and vision insurance websites Gateway, Eyemed, VSP to assure eligibility. Speak with various medical and vision companies' representatives regarding benefit details and eligibility.

Medical Interpreter & Assistant

- *Interpreter*- Interpreting medically from English to Spanish in all multicultural setting.
- *Assist Doctor with Treatment Plan* -Specialization in retinal imaging, OCT Ocular Coherence Tomography and Proficient in advanced technology equipment, performed corneal topography, intraocular pressure using one-pen, an autorefractor. Test vision Acuity, intake medical history test for diseases, call in orders for glasses and medications to pharmacies.
- *Lab Manager* - checked eyeglasses' orders, inspected eyeglasses for quality control in charge of eyeglasses returned to patients, and ordered eye contacts for patients. Outstanding balance, Cleaned trays, responsible for inspection of patient eyeglasses orders coatings such as anti-reflection, transition, anti-scratch, and prescription correction.
- *Optician*- order frames, meet with representatives regarding frames selection, returns, adjust glasses, fix frames, change nose pads, screws, adjustment, trial-frame patient with a new corrective prescription, take measurements pupil distance, select and order glasses with the patient for the best fitting of the bridge, face shape, frame selection for office, educate patient on eye care, put in charges, and using vision insurance formulas
- *Contact Training*- Train one on one with patients, educating and training them for proper eye care. Corneal Gas Permeable training- place in and removed hard contacts for eye care
- *Scheduling & confirming appointments*- providing excellent patient care by scheduling and answering any questions with high knowledge about the office

Other Experience:

- Participate in professional growth activities on and off-campus.
- Participate in departmental meetings such as local initiatives such as Guided Pathway, implement AB 705, and college and district-wide activities and committees.
- Very invested in growing, completed over 10,000 hours as an intern counselor
- Assist in the development and implementation of categorical programs
- Perform other duties as assigned.
- Determine student program eligibility
- Liaison with the Financial Assistance Office to provide services to potential and current EOPS/CARE students

- Plan, organize work, and meet schedules and deadlines
- Promote college, programs such as EOPS/CARE/ CalWORKs, mission and goals
- Develop effective working relationships with faculty members in other instructional disciplines and perform liaison activities
- Promote local and northern trips to universities.
- Participate in and develop programs such as U-Link, to measure student performance.