

Iris Rangel

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SUMMARY OF QUALIFICATION

Career Guidance Counselor Assistant (CGCA) at Los Angeles City College for the Noncredit Program. Low income first generation graduate student skilled at maintaining confidential information and rapport with students. Dedicated and compassionate CGCA to help support students at their starting point. Excited to provide students with a positive direction that supports both their emotional and academic overall wellbeing.

OBJECTIVE

Guidance Educational Counseling Advisor

Education

Expected May 2021

Master of Science in Counseling, Concentration in Higher Education

University of Southern California

May 2019

California State University, Fullerton

Bachelor of Science in Sociology

EXPERIENCE

2020 – **Present Career Guidance Counselor Assistant** – Los Angeles City College Noncredit Program

- Assist students with online college application for admission
- Be liaison between the student, and institution staff
- Collect information and maintain database of students
- Closely monitor, communicate and provide follow up to students
- Inform students about Noncredit courses and certifications
- Meet, greet and assist students one on one on Zoom
- Other office duties assigned
- Provide students with general course and registration information
- Promote program and services through outreach virtual events

2019 – 2020 La Vista La Sierra Continuation High School

Guidance Tech

- Develop and implement outreach strategies to inform students of upcoming events and academic opportunities
- Lead college outreach and registration workshops in partnership with community colleges for high school seniors and freshman throughout the academic year
- Communicate with parents/guardians regularly to inform them about their student's academic progress
- Prepare and facilitate College Career Fair to promote and engage students in college discussions
- Assist students with the application process for college, financial aid, employment, etc.
- Special education Section 504 working with teaching staff to communicate student 504 goals, obtain sign off, and implementation of 504 goals
- Facilitate and Coordinate standardized testing CAASPP/ELPAC for students

August 2016 - February 2019 Extended Opportunity Program and Services (EOPS) Programs: Cooperative Agency Resources for Education (CARE) Program

CARE Clerical Assistant

- Accurately track, maintain and organize the documentation of student files while maintaining student's privacy
- Advised students of the benefits of service programs at the community college level including CalWORKs, DSPS, Guardian Scholars, FYE
- Co-facilitated student success workshops

- Developed flyers and program brochures for student services and workshops
- Encouraged and assisted students from multiple backgrounds, predominantly foster youth and single parents, to fulfill program requirements
- Effectively communicated with students in meeting all their needs and answering any questions in regard to their education and the programs
- Managed and distributed student monetary resources to qualifying students in the program

July 2020 – Present Students of Higher Educational Counseling (SHiEC)

CO-Director of Internal Affairs

- Promote and coordinate the academic and professional development of graduate students in the field of educational counseling
- Organize facilitate cohort mentorship program by pairing first-year students with second-year students
- Overseeing first-year representatives

July 2020 – December 2020 Center for Educational Partnerships, California State University Fullerton

Graduate Assistant Intern

- Co-counseled students on college and career information through zoom
- Communicated effectively with diverse populations about campus resources and student service programs
- Ensured the organization of California State University Apply Coronavirus Pandemic updates
- Virtually shadowed academic coordinator in Partnership collaborations

Professional Development

October 2018	Hispanic Association of College and Universities
February 2019	Hermanas Unidas Inc. State Conference
August 2019	Latinx Student Empowerment Conference La Casa USC
November 2019	Orange County Counselor Symposium
June 2020	Adverse Childhood Experiences and Trauma Informed Care
September 2020	California State University Apply for Community College Counselor Updates During (COVID -19)
November 2020	Santa Ana Partnership Conference

Affiliations

2018-Present Hermanas Unidas Inc.
 Chapter Representative
 2019 2020 - Latinx Graduate Student Graduate Student Association USC (LGSA)
 Member
 2020 Students of Higher Education Counseling USC (SHiEC)
 Co-Director of Internal Affairs

Skills

Languages: Spanish and English
 Multicultural Competency
 Microsoft Office Software: Word, Excel, PowerPoint, Publisher, Outlook
 Trauma-Informed Trained
 Advocate for underserved marginalized student populations
 Rapid Conflict Resolution
 Organizational Leadership and Team Building
 Student/Career Counseling Initiatives and Mentorship