

Shawn Warner-Garcia

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SUMMARY OF QUALIFICATIONS

I have over 6 years of experience in administrative services doing a variety of tasks including research, record-keeping, and fielding phone calls as well as basic marketing and management.

RELEVANT PROFESSIONAL EXPERIENCE

PROFESSIONAL DEVELOPMENT PEER ADVISOR

June 2014 – Present

University of California, Santa Barbara, Graduate Division

- Plan, advertise, and implement professional development events and workshops for the UCSB graduate student community
- Write news, feature, and profile articles for the graduate student blog
- Meet one-on-one with graduate students to provide advising on topics such as digital reputation, application materials, presentation skills, CV/resume creation, and other professional activities
- Expanded programming and outreach by 40%

TEACHING ASSISTANT

Sept 2011 – Present

University of California, Santa Barbara, Linguistics Department

- Assist in the instruction of courses on language, culture, race, pedagogy, gender, and sexuality
- Teach weekly class sections, grade assignments, maintain grade book, develop lessons and activities, maintain course website

PROGRAM COORDINATOR AND CURRICULUM CONSULTANT

Sept 2010 – June 2014

SKILLS (School Kids Investigating Language in Life and Society) Program

University of California, Santa Barbara

- Provide organizational support and curriculum development for academic outreach program involving up to 20 UCSB graduate and undergraduate students and 65 high school students
- Develop and implement curriculum designed to expose high school students to the concepts, methods, and findings of linguistics
- Supervise and mentor undergraduate students

ENGLISH LANGUAGE INSTRUCTOR

June 2011 – Sept 2012

EF International School of English (Santa Barbara, CA)

- Develop and implement English language curriculum for international students at varying levels of language competency

ADJUNCT ITALIAN LANGUAGE INSTRUCTOR

June 2010 – July 2010

McLennan Community College (Waco, TX)

- Prepare and present Italian language curriculum for adult continuing education classes

LEARNING CENTER SPECIALIST, AMERICORPS SERVICE MEMBER

July 2009 – July 2010

Heart of Texas Goodwill Industries (Waco, TX)

- Develop and implement programs in job training, financial literacy, GED, and ESL
- Conduct case management for Learning Center participants, implementing appropriate policies and record-keeping practices
- Recruit, train, and manage volunteers
- Network with and marketed to local nonprofits about services
- Maintain referral relationships with local businesses in order to facilitate job placement

PROFESSIONAL CHILDCARE PROVIDER

Sept 2008 – May 2009

Private Family (Austin, TX)

- Supervise and provide educational and recreational opportunities for two young boys ages 6 mo. and 2 years
- Care for the boys' physical, mental, and emotional wellbeing and development

PERSONAL AND ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT

June 2008 – Aug 2008

Consumer Auto Finance (Waco, TX)

- Conduct research, compile data, and prepare reports

- Perform general office duties, such as maintaining records management database systems and operate all office equipment
- Answer multi-line phone and direct calls to appropriate parties

REFERENCE DESK ASSISTANT

Sept 2007 – May 2008

Jones Reference Library, Baylor University (Waco, TX)

- Assist library patrons with research needs, locating materials, and other information services
- Assist reference librarians in research projects, public presentations, and other library projects

EDUCATION

Current **Ph.D. (in progress) in Linguistics**, University of California, Santa Barbara
2010 **M.A. in Linguistics**, University of Texas at Austin
2008 **B.A. in Language and Linguistics**, Baylor University

- Phi Beta Kappa
- Summa Cum Laude

ADDITIONAL SKILLS

- **Computer skills:** extensive knowledge of PC, Mac, digital research, Microsoft Office
- **Social media skills:** extensive knowledge of Facebook, Twitter, Instagram, Tumblr, etc.; experience maintaining personal website, academic website, and blog
- **Personal skills:** reliable, organized, personable, fast learner, resourceful