**Brandon Pacquing**

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# **OBJECTIVE**

ESL Teacher.

# **EDUCATION**

**University of Southern California**, Los Angeles, CA

Bachelor of Arts in Cinema-Television

Cumulative GPA 3.7

# **AWARDS AND AFFILIATIONS**

Dean’s List: 2001-2005

Dean’s Scholarship Recipient

## SKILLS

Computer

* Word, Excel, PowerPoint, Mac and Microsoft operating systems, hardware installation, internet navigation.

CBEST (California Basic Educational Skills Test) Certification

## WORK EXPERIENCE

2008-2010 **A to Z In-Home Tutoring**, Los Alamitos, CA

Tutor

* Performed designated tasks as assigned, including facilitating communications between the students and family, and assisting clients in obtaining essential services.
* Reported and recorded observations; visited applicants students and families in homes, and transmitted and helped to resolve concerns to the company supervisor.
* Performed case maintenance functions; organizing files; mailing correspondence; updating database; generating and processing a variety of legal documents and other related materials.
* Interviewed clients to obtain needed data and verify data; interviewed family, relatives, and other parties to obtain and verify specific information regarding the students and families’ specific needs.
* Screened information for accuracy; requested required documents; verified and validated data.
* Supervised tutoring sessions and examinations with children, documented events, and provided individually tailored learning plans to suit both children and parents.
* Assisted parties in the completion of forms; searched files and other documents for required and relevant information.

2007-2008 **Ace Tutoring**, Walnut, CA

Tutor

* Performed designated tasks as assigned, including facilitating communications between the students and family, and assisting clients in obtaining essential services.
* Reported and recorded observations; visited applicants students and families in homes, and transmitted and helped to resolve concerns to company supervisor.
* Performed case maintenance functions; organizing files; mailing correspondence; updating database; generating and processing a variety of legal documents and other related materials.
* Interviewed clients to obtain needed data and verify data; interviewed family, relatives, and other parties to obtain and verify specific information regarding the students and families’ specific needs.
* Screened information for accuracy; requested required documents; verified and validated data.
* Supervised tutoring sessions and examinations with children, documented events, and provided individually tailored learning plans to suit both children and parents.
* Assisted parties in the completion of forms; searched files and other documents for required and relevant information.

2003-2004 **Ridley Scott Associates**, West Hollywood, CA

Intern

* Answered telephone calls from clients and the general public.
* Performed project maintenance functions; organized files; mailed correspondence; updated databases; generated and processed a variety of documents and other related materials.
* Performed a variety of administrative support functions for the company.
* Transported employees to appointments.
* Performed other related duties as assigned.

2001-2003 **Maverick Enterprises**, Bakersfield, CA

Packager

* Sorted, labeled, and sealed products for bulk resale.
* Organized shipments to meet clients’ needs and deadlines.
* Performed other related duties as assigned.

1999 **North of the River Recreation and Parks**, Bakersfield, CA

Basketball Coach

* Planned and conducted practice.
* Coached games.
* Organized student and family events.