Nicole Ibarra

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Work Experience

Duke Academy

*Teacher- Seoul, Korea 2010-2011*

* Lesson Planning for multiple classes
* Coordinate summer school program
* Create tests, grading and student assessments

Linscott, Law & Greenspan Engineers

*Engineering Administration- Pasadena, CA 1997-2010*

* Create, plan and implement the first ever Bike to Work Week
* Assist in implementing and planning new transit projects for USC, The Getty Center and Universal Studios
* In charge of multiple data entry projects

University of California Los Angeles

*Student Affairs- Los Angeles, CA 2005-2008*

* Resident Advisor for the first all inclusive living learning program for students with developmental disabilities
* Educational program planning for 10,000 residential students

Boyle, Olson & Robinson

*Legal Administration- Pasadena, CA 2003-2005*

* Implement new filing system for divorce attorney
* Legal case research and editing and filing court documents
* Client account management and billing/accounting

Education

* University of California Los Angeles- Bachelor’s degree in Anthropology

Skills/Achievements

* TESOL Certified
* Martial arts instructor for ten years
* Volunteer science teacher for two years
* One-on-one and group teaching capability
* Teaching assistant for two years