



Mary Cruz Arellano

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Career Narrative

I am currently in the credential program at CSU Stanislaus, currently pursuing my dream of becoming a Spanish Teacher. I enjoy working with students for the past four years as a tutor and working in the Education field. As a teacher I will be a lifelong learner and be a role model for the younger generation. I am passionate about teaching, and believe I have what it takes to create a positive impact in my students.

Experience

California Mini-Corps Tutor/ Student Aid

Modesto City School District/ Ceres Unified School District

Bret Harte Elementary School : August 2016-2017

Lucas Elementary Dual Language Academy: 2017 to 2019

Mini-Corps Office Assistant: Spring 2020- Present

- Tutor students from grades K-6.
- Collaborate with students, parents, teachers, school administrators, and counselors to determine student needs, or assess student progress.
- Accurately proofreading students homework
- Accurately type forms and documents as directed
- Operate various computer programs for data entry
- Performed office filing duties
- Managing file system
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.

Community Service:

- Participated in a panel at CSU Stanislaus in a Student to Teacher Conference in 2018
- Presented and was part of a workshop in the Student to Teacher Conference at CSU Stanislaus in 2019
- Volunteered at scholarship fundraiser for the Latino Business Association (LBA)
- Volunteered as a Student Marshal in the Spring 2019 Commencement at CSU Stanislaus

Education

High School Diploma : June 2016 Central Valley Ceres, ca

Major: Spanish

Current Status: Senior at CSU Stanislaus

Expected graduation: Spring 2020.

Expected credential program initiation: Fall 2020

Accomplishments:

Dean's list: Fall 2019

Mini-Corps Tutor of the year 2019

Organizations:

CUAA (Chicanos Unidos for Academic Achievement)

NSLS (The National Society of Leadership and Success)

Skills

- Proficient in Word, Excel, Google Drive, Outlook
- Bilingual- Fluent in English and Spanish
- Organizational skills
- Time Management
- Communication Skills & Critical thinker
- Education and Training
- Instructional strategies
- Ability to learn quickly