

JEREMY E. HART

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(310) 243-3524

EDUCATION

Candidate for Doctorate of Education: Educational Psychology <i>University of Southern California</i>	2017
Masters of Arts in School Counseling and PPS Credential <i>California State University, Dominguez Hills</i>	2004
Bachelors of Arts in Human Services <i>California State University, Dominguez Hills</i>	2002
Associates of Arts in Child Development <i>Long Beach City College</i>	2000

CAREER HISTORY

California State Dominguez Hills, Carson, CA

August 2018-Current

Full-time Lecturer

Courses Taught:

- Law and Ethics in Educational Counseling
- Career Academic Counseling
- Foundations of College Counseling
- Crisis Intervention in Educational Counseling
- Fieldwork College Counseling (Supervision)

Mt. San Antonio College, Walnut CA

May 2009-Current

Counselor/Professor

- Counsel and advise students regarding career, academic, personal and vocational goals
- Teach Introduction to College Class, Success Strategies Class and Life and Career Planning Class
- Provide career counseling
- Conduct New Students Orientations
- Presenter at Cash for College and Connect 4 events.
- Develop educational plans

Rio Hondo College, Whittier, CA

August 2012- Current

Adjunct Counselor/Professor

- Counsel and advise students regarding career, academic, personal and vocational goals
- Develop educational plans
- Teach Success Strategies Class and Life and Career Planning Class
- Provide career counseling
- Conduct New Students Orientations

Giano Intermediate School, West Covina, CA

July 2009- August 2012

Counselor

- Provide on-site counseling services to pupils and parents which assist students in making appropriate decisions relative to school issues.
- Development and organization of master schedule.

- Organize and Coordinate Career Day
- Provide assistance to teachers in planning and conducting parent-teacher conferences
- Interpretation of abilities and needs of individual pupils
- Assist administration with student discipline

Mt. San Antonio College, Walnut, CA

July 2007-2013

Summer School Site Coordinator for Nogales High School

- Determine course offerings with district and school sites
- Coordinate faculty certification and hiring with Mt. San Antonio College administration
- Establish and coordinate curriculum
- Handle registration process
- Coordinate with Mt. San Antonio College staff to conduct orientations for staff (certificated and classified)
- Check accuracy of class rosters, timesheets and other necessary documentation
- Collaborate with faculty for the SLO process, i.e., collection of data, results; submit documentation to Mt. SAC administration
- Provide on-site supervision for the entire summer session

Nogales High School, La Puente, CA.

July 2005- July 2009

Counselor

- Created student schedules, ensure graduation requirements
- Assisted with college application and financial aid process
- Conducted individualized and group counseling sessions
- Monitored student truancy and conduct school attendance review meetings
- Personal-social counseling and crisis intervention
- Coordinated articulation and registration between middle school and high school
- Coordinated University visits for freshmen academy
- Responsible for all administrative duties in absence of administration staff

PROFESSIONAL PROFILE

- Knowledge of Community College related AA-AS degree requirements and certificates
- Experience in teaching and leading groups related to academic, career and personal counseling
- Knowledge and experience in the creation of articulation agreements and major preparation with UC, CSU and Independent colleges and universities.
- Assume leadership role for mentoring program with the diverse students.
- Experience teaching in a culturally diverse student population
- Experience with creating educational plans for various student populations.
- Knowledge of computer literacy including online counseling and advising tools such as EUREKA, ASSIST,IGETC
- Experience with Microsoft Office and Banner
- Experience, motivating and setting educational goals for at-risk and first generation students