

MATTHEW SMITH

EDUCATION

*University of California, Berkeley*

*University of*

*California, Irvine Ext.*

*Bachelor of Arts in English;*

*Bachelor of Arts in Rhetoric*

December 2010

*Teaching Of English as a Foreign Language Certificate*

August 2012

* Overall GPA: 3.61
* Highly developed skills in research, textual analysis, written and verbal communication
* 180 hours of instruction and practice in methods and strategies for teaching and assessment

EXPERIENCE

*THINK TOGETHER* *Santa Ana, CA*

*After School Program Leader* October 2012 - present

* Supervise twenty sixth-grade children in an academic afterschool program.
* Provide for snack, physical activity, quiet time for reading and study, and safety at all times.
* Render one-on-one homework assistance, ensuring its completion and students’ understanding.
* Maintain open dialogue with parents, strategizing for students’ success.
* Provided entertainment in playing Santa during holidays.

*TLC Learning Center Garden Grove, CA*

*Intern Assistant* December 2011

* Worked with students grades K-3 on mathematics, literacy, creative writing, visual art, and poetry.
* Devised and implemented a lesson plan in which the students composed poems, put them to music, and performed them.

*ALBATROSS Berkeley, CA*

*Doorman, Busser/Barback* December 2011 - June 2012

* Checked IDs, greeted patrons, and provided information.
* Ensured a secure and pleasant environment for patrons and employees.
* Cleared tables, washed dishes, cleaned spills, stocked bar with ice, glassware, and bottled drinks.

*UC BERKELEY, Graduate Services Library Berkeley, CA*

*Library Assistant* February 2010 - May 2011

* Verified graduate student status of library patrons.
* Actively assisted graduate students in locating needed literature.
* Accurately maintained Library Of Congress call number system.

*TENET HEALTHCARE, Irvine Regional Hospital Irvine, CA*

*Medical Records Clerk* October 2007 - August 2008

* Interfaced closely with medical records staff, hospital personnel in general, and with providers.
* Initially constructed medical charts and routed them to the appropriate personnel.
* Accurately inserted and collated all other documents in patients’ charts in accordance with program requirements, policies and procedures.
* Pulled charts as needed for special audits, peer review and refill requests.

*BARNES & NOBLE BOOKSELLERS, INC.* *Irvine, CA* *Sales Associate, Music Dept.* November 2004-August 2006

* Assured customer satisfaction in assistance with media selection and purchase.
* Cultivated a broad knowledge of product information and purchasing trends, taking initiative to order and sell many items that otherwise would not have been moved.
* Regularly conducted inventory of merchandise.

References

*Scott Peterson*

**Head of Graduate Services Library**

208 Doe Library

Berkeley, CA 94720

(510) 768-7629

speterso@lib.berkeley.edu

*Denise Oakland*

**Manager of Health Information Management Services**

16200 Sand Canyon Ave

Irvine, CA 92618

(562) 889-3135

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*Bryan Anderson*

**Music Manager at Barnes & Noble Booksellers**

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