

## RESUME

JAVIER MARTINEZ-CABRERA

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### EDUCATION

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| 2010-2015 | CSU Monterey Bay   |
|           | B.S in Mathematics Education   |
|           | B.A. in Spanish Literature   |
| 2003-2010 | Cabrillo College (seven years attended)  |
|           | <ul style="list-style-type: none"><li>• A.A in Liberal Arts and Sciences (June 2010)</li><li>• Communication Award (June 2013)</li><li>• CRLA Regular Tutoring Certificate (November 2008)</li><li>• Computer Business Applications Course (December 2007)</li></ul> |
| 2002      | GED High School Equivalent Certificate (January 2, 2002)   |

### EMPLOYMENT

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| 1998-2000 | Director, "Desarrollo Integral de la Familia," México.  |
|           | <ul style="list-style-type: none"><li>• Coordinated social assistance programs in a local department of the National System for Integral Family Development</li><li>• Administered the budget for the DIF's local department in Santa Catarina, Gto., Mexico.</li></ul>   |
| 2005-2013 | Math Tutor, Cabrillo College Watsonville Center   |
|           | <ul style="list-style-type: none"><li>• Tutored Cabrillo students in many levels of math from Math 254 (basic math) to Calculus, Statistics and Linear Algebra levels in English/Spanish.</li><li>• Supervised and tutored Cabrillo students in the Supplemental Instructional Program (S.I.) in Math 154 and Math 152</li><li>• Tutored Cabrillo students for HEAD START, STARS, PREP and STEM programs in classes ranging from Math 254 (basic math) to Math 4 (Pre-Calculus).</li><li>• Trained new Math ILC tutors to tutor math at all levels.</li><li>• Worked as receptionist at the ILC Front desk. Provided students with general information about school services and events.</li><li>• Checked in and checked out Library materials to students. Created and renewed Library cards.</li></ul> |

2013-PRESENT

Math Instructional Assistant

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials and exercises to individuals and groups.
- Maintains communications with instructors to reinforce materials presented in the classroom.
- Train students and others in the safe use of specialized equipment, computer hardware and software, and procedures and processes.
- Schedules student appointments, tests, meetings and facilities.
- Prepares periodic and special reports.
- Assist in the recruitment, selection, training, and scheduling of student assistants and student tutors.
- May conduct workshops, orientation and meetings.
- Performs related duties as required or assigned.

## VOLUNTEER

2010

Watsonville High School

- Tutored Algebra 1 and Algebra connections for migrant students.

2010-Present

Cabrillo College

- Presented as a guest speaker in the CG 205 Academic Survival Skills class. Talked about how to avoid Math anxiety for new Cabrillo College Students.

Summer 2010

Cabrillo College

- Presented as a guest speaker in the EOPS MIGRANT PROGRAM. Encouraged\_migrant students to continue their education.
- Volunteered hours in ILC front desk.