

Aaron Longa

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248 Seaside St. Santa Cruz, CA 95064

Education University of California, Santa Cruz
Bachelors of Arts in Business Management Economics

Expected June 2015
3.33 Cumulative GPA

Related Knowledge and Skills

- Accomplished in public speaking including persuasive, demonstration, and informative speeches
- Proficient in Microsoft office suite
- Fluent in conversational Spanish
- Management and group leadership skills for most types of personalities
- Taking economic, math, business, accounting, and management classes during UCSC undergraduate career
- Highly organized, manages my time efficiently, detail orientation on all tasks, and follow through on projects
- Able to use and navigate window, osx, and linux software
- Can read and understand contract and law jargon
- Able to translate legal and contract jargon into layman terms

Work Experience

Sylvan Learning Center, Burlingame, CA
Teachers Aide and Test Procter

Feb. 2008- Sept. 2011

- Managed the lobby, instruction area and office management, through efficient multitasking
- Prepared materials for tutoring sessions and prepared/conducted aptitude and placement tests
- Organized a system for the bookshelves and the dropped files boxes
- Answered the phone and handled initial inquires
- Helped middle school students with homework for various classes

The Everett Program, Santa Cruz, CA
Fellow

Feb. 2013-Current

- Advised and interviewed potential students for fellows
- Interviewed and recommended the new tenure professor for the program
- Co-coordinated social media outreach for the programs branding efforts
- Reconstructed and taught tech essential and CiviCRM class to the undergraduate students in the 30 series program
- Work with a student team of 15 per year and 3 person management team to achieve company goals

The Everett Program, Santa Cruz, CA
Tech Essentials Teacher and Class Course Developer

Sept. 2014-Current

- Revamped and built the current class curriculum in an organized and detailed fashion
- Effectively balanced: mentoring future tech teachers, updating and creating the curriculum, prepping and teaching an undergraduate class of thirty
- Time managed and successfully completed the tasks above on a full time student schedule
- Worked and clearly communicated with management, teachers aides, and 26 students
- Garnered new technology skills and the ability to teach them to other students

University of California Santa Cruz, Santa Cruz, CA
Undergraduate Student

Sept. 2011-Current

- Built a network of businesses and contacts
- Communicated with my professional network via email and phone
- Managed personal, school, and communal house expenses through excel and quicken essentials
- Created my own filing system of financial and documents for personal and school uses
- Managed my time to complete all school, personal, and networking tasking in an efficient manner
- Transcribed and wrote meeting notes in various capacities and settings
- Studied and applied various management systems in many situations