

Marisela Fonseca

EDUCATION

DePaul University, Chicago, IL

Bachelor of Arts in Political Science, June 2016

PROFESSIONAL EXPERIENCE

Community Schools Resource Coordinator, Family Focus, Aurora, IL, October 2018 – Present.

- Develop focused, creative and interactive academic and enrichment programs for students
- Served 90 elementary School children from Dieterich Elementary enrolled in after school program
- Responsible to create and implement 21st CCLC Community School programming in alignment with the four pillars of community schools: Academic Development, Healthy Minds and Bodies, Family Support & Community Engagement.

Substitute Teacher, West Chicago School District 33, West Chicago, IL, August 2016 to September 2018.

- As a permanent substitute teacher at Gary Elementary, I continued the instructional program based on academic standards.
- Trained in Fountas and Pinnell assessment testing in which helps identify the instructional and independent reading levels of all students.

Youth Development Program Instructor, Family Focus, Aurora September 2014 to July 2016

- Assisted program coordinator in overall functioning of the program
- Planned and incorporated enriched math, reading, and life skills through hands on activities
- Managed and created excel spreadsheets concerning the inventory of supplies

Corps Member, Jumpstart, Chicago, IL, September 2013 to June 2014

- As a national AmeriCorps program, I took part in one-on-one relationships with preschool children from low-income households from the west side of Chicago
- Promoted language, literacy, social and initiative skills
- Organized lesson and session plans
- Led post sessions team meetings, team building exercises

VOLUNTEER WORK

- **Aurora Greenfest (2016 to present)** – Assisted in monthly meetings as the minute's taker. Helped in finding vendors and business to partake in the annual Greenfest. Day of the fest checked in volunteers and assisted in setting up and cleaning up.
- **DePaul Service Immersion Trips (Fall 2014- Winter 2014)** – Participated in a service immersion trip to Native American reservations in Tuba City, Arizona. Immersed in learning and volunteering on Navajo and Hopi tribe reservations during winter break.

SKILLS

- Adobe
- HTML
- Microsoft: Excel Word, Access, PowerPoint
- Writes clearly and concisely
- SPSS
- Interpersonal skills
- Coordinates tasks
- Networking