Board Office Use: Legislative File Info.		
File ID Number:	14-1239	
Introduction Date:	06/25/2014	
Enactment Number:		
Enactment Date:		



# Memo

**Board of Education** To:

GARY YEE, EdD, ACTING SUPERINTENDENT: By: MARIA SANTOS, Deputy Superintendent From:

Board Meeting Date: 06/25/2014

Subject: **Professional Service Contract** 

> Contractor: Serom Kim of San Ramon, CA

Services for: 922-FAMILY, SCHOOL AND COMMUNITY PARTNERSHIPS

# **Board Action Requested**

Ratification by the Board of Education of a Professional Services Contract between the District and and Recommendation: Serom Kim, San Ramon, CA, for the latter to provide: Early behavioral intervention services for elementary school children in affiliation with the OUSD Behavioral Health Unit's "Early Behavioral Support Program; this program provides counseling interns to elementary schools to fill the gap in services for uninsured students; social work interns receive training, supervision, and a stipend as a condition of their service to the District for the period for September 2, 2013 through June 30, 2014 in an amount not to exceed \$500.00. for the period of 09/02/2013 through 06/30/2014 in an amount not to exceed \$500.00.

### **Background:**

(A one paragraph explanation of why the consultant's services are needed.) Contractor will provide mental health counseling services including crisis intervention; parent and teacher consultation including assisting with behavior management plans; individual and small group counseling, parent outreach and education, and case management.

#### **Discussion:**

(QUANTIFY what is being purchased.)

Early behavioral intervention services for elementary school children in affiliation with the OUSD Behavioral Health Unit's "Early Behavioral Support Program; this program provides counseling interns to elementary schools to fill the gap in services for uninsured students; social work interns receive training, supervision, and a stipend as a condition of their service to the District for the period for September 2, 2013 through June 30, 2014 in an amount not to exceed \$500.00.

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Fiscal Impact: Funding resources below not to exceed \$500.00

\$500.00 Alam.Cty.Pub.Health-Health&Wel

Attachments: Professional Services Contract including Scope of Work

Waiver Summary

Resume / Statement of Qualifications

EPLS Search Results Page

Insurance Certification (if no Waiver was granted)

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profession for services to California school districts.

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### PROFESSIONAL SERVICES CONTRACT 2013-2014

Thi	is Agreement is entered into between
(Cothe spe	ONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons ecially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and mpetent to provide such services. The parties agree as follows:
1.	<b>Services</b> : CONTRACTOR shall provide the ("Services" or "Work") as described in <b>Exhibit "A,"</b> attached hereto and incorporated herein by reference.
2.	Terms: CONTRACTOR shall commence work on09/02/2013, or the day immediately following approval by the Superintendent
	if the aggregate amount CONTRACTOR has contracted with the District is below in the current fiscal year; or, approval
	by the Board of Education if the total contract(s) exceed, whichever is later. The work shall be completed no later than
3.	Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed
	Dollars (
	full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to,
	labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.
	If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.
	OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows:  No Reimbursements
	Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.
	The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.
4.	<b>Equipment and Materials</b> : CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement <i>except</i> :
	which shall not exceed a total cost of \$0.00.
5.	CONTRACTOR Qualifications / Performance of Services:
J.	CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide
	the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and,/or regulations, as they may apply.
	Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a

date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.

7. Notices: All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal

professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its

**Invoicing**: Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice

business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

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#### **Professional Services Contract**

#### **CONTRACTOR: OUSD** Representative: BARBARA MCCLUNG Serom Kim Name: Name: Site /Dept.: 922-FAMILY, SCHOOL AND COMMUNITY PARTNERSHIP Managing General Partner Title: 746 Grand Ave. 123 Shadowhill Circle Address: Address: Oakland, CA 94610 San Ramon, CA 94583 273-1539 510-618-1580 Phone: Phone:

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor**: This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

#### 9. Insurance:

- 1. Unless specifically waived by OUSD, the following insurance is required:
  - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

- □ CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.
- CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.
- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

#### OR

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- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
- 10. **Licenses and Permits**: CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
- 11. **Assignment**: The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
- 12. **Non-Discrimination**: It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

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- 13. **Drug-Free / Smoke Free Policy**: No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
- 14. **Indemnification**: CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
- 15. Copyright/Trademark/Patent/Ownership: CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORs in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
- 16. **Waiver**: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
- 17. **Termination**: OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
- 18. **Conduct of CONTRACTOR**: CONTRACTOR will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, which include:
  - 1. **Tuberculosis Screening**: CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
  - 2. Fingerprinting of Employees and Agents. The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

- 19. **No Rights in Third Parties**: This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 20. OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors. OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
  - 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
  - 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
- 21. **Limitation of OUSD Liability**: Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 22. **Confidentiality**: CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

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#### **Professional Services Contract**

OAKLAND UNIFIED SCHOOL DISTRICT

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

- 23. **Conflict of Interest**: CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.
  - CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
  - Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (https://www.epls.gov/epls/search.do)
- 25. **Litigation**: This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 26. **Incorporation of Recitals and Exhibits**: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. **Integration/Entire Agreement of Parties**: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 28. **Counterparts**: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 29. **Signature Authority**: Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

CONTRACTOR

MARIA SANTOS	05/27/2014	Serom Kim	05/27/2014
☐ President, Board of Education  ☐ Superintendent or Designee	Date	Contractor eSignature	Date
		Serom Kim, Managing	General Partner
Secretary, Board of Education	Date	Print Name, Title	

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#### **EXHIBIT "A" SCOPE OF WORK**

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

Contractor will provide mental health counseling services including crisis intervention; parent and teacher consultation including assisting with behavior management plans; individual and small group counseling, parent outreach and education, and case management.

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Pro	Professional Services Contract			
2. <b>Specific Outcomes:</b> What are the expected outcomes from the services of this Contract? Be specific. For example, as a roof the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many round Cakland children have access to, and use, the health services they need? Provide details of program participation (Studwill) and measurable outcomes (Participants will be able to). NOT THE GOALS OF THE SITE OR DEPARTMENT.				
Per the Surgeon General's Report in 2000, a minimum of 20% of all school children will need mental health service during their K-12 years. Untreated mental and behavioral health issues are associated with a variety of barriers to learning including inattention, apathy, hyperactivity, poor self-regulation, aggression, school avoidance, disassociat lack of concentration, bullying and fighting. Outcomes associated with the FSCP "Early Behavioral Health Initiative" include improvements in behavior adolescence. MH interns provide a valuable resource for schools in OUSD which lack other available counseling supports. Other impacts include increased school safety resulting from reduced bullying and fighting, and increased parent engagement as a result of participating in family counseling services.				
3.	3. Alignment with District Strategic Plan: Indicate the goals and vi (Check all that apply.)	sions supported by the services of this contract:		
	☐ Ensure a high quality instructional core	Prepare students for success in college and careers		
	Develop social, emotional and physical health	Safe, healthy and supportive schools		
	☑ Create equitable opportunities for learning	Accountable for quality		
	☐ High quality and effective instruction ☐	Full service community district		
4.	4. Alignment with Community School Strategic Site Plan – CS Please select:	SSP (required if using State or Federal Funds):		
	☐ Action Item included in Board Approved CSSSP: (no additional	documentation required)		
	– Item Number(s):			
	No Restricted Funds	<del></del>		
	Action Item added as modification to Board Approved CS Manager either electronically via email of scanned documents, fax			

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- 1. Relevant page of CSSSP with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
- Meeting announcement for meeting in which the CSSSP modification was approved.
- Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification. 3.
- Sign-in sheet for meeting in which the CSSSP modification was approved.

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## ContractsOnline: Contract Waiver Summary

Site Number-Name: 922-FAMILY, SCHOOL AND COMMUNI

Principal / Department Head: BARBARA MCCLUNG

**Contractor Name: Serom Kim** 

**Business Name: Serom Kim** 

**Contract Type: Standard** 

Anticipated Start Date: 09/02/2013 Contract End Date: 06/30/2014

Rate Type: FLAT Contract Amount: \$500.00

# **Applicable Waivers**

**Approved by Risk Management** 

**Insurance-Reduction Waiver Status: WAIVED** 

**Waiver-Reduction Type: WAIVED** 

**Other Reduction Amount:** 

**Approval Date: 05/15/2014** 

**Approved by Deputy Superintendent** 

Billing Waiver Status: Approved Approval Date: 05/20/2014

Fingerprint Waiver Status: NA Approval Date:

TB Test Waiver Status: NA Approval Date:

Serom Kim

seromckim@gmail.com

123 Shadowhill Circle, San Ramon, CA 94583

(925)348-2848

EDUCATION:

California State University, East Bay Master's Degree of Social Work

Hayward, CA Expected, 2015

HaiYan Language Academy Chinese, Mandarin

Beijing, China 2009-2010

University of California, San Diego

La Jolla, CA 2005-2009

Bachelor's Degree of Psychology (with Education Studies minor), June 2009

LANGUAGE:

Korean-fluency

Chinese- basic comprehension and very basic conversational ability

WORK:

East Bay Innovations

San Leandro, CA

Independent Living Services Coordinator (40 hours/week)

04/2012 to Present Supervise and provide on-going support to one part-time and five full-time employees; manage a team caseload of 40+ clients

Work collaboratively with management to hire, maintain, and terminate employees

Support clients in crises and help to problem solve and find solutions

Report to the Regional Center of the East Bay with case updates, filing Special Incident Reports, Individualized Support Plans, and Semi-Annual reports

Independent Living Services Specialist (40 hours/week)

08/2011 to 04/2012

Provide sick and vacation coverage for coworkers

Support with client intake and establishing initial Independent Living Services

Train new hires on the field

Research community resources, such as affordable housing, food banks, free resources,

Independent Living Services Instructor (40 hours/week)

11/2010 to 08/2011

Teach adults with developmental disabilities independent living skills, such as but not limited to money management, benefit management, medical/dental appointments, selfadvocacy, etc.

Report back to the Coordinator with client updates, crises, coverage needs, and any additional support the client may need

Maintain good rapport with clients, family members, Case Managers through the Regional Center of the East Bay, and others involved in the support group Write Individualized Support Plans and Semi-Annual Reviews for each client

Submit Special Incident Reports to Coordinator within a timely manner

UCSD English Language Institute Conversation Leader (~5 hours/week)

La Jolla, CA

2008-2009 Assisted head teacher by leading conversations within small groups, helping international students with conversational English and learning about American culture

Self-Employed

San Ramon, CA 2002-present

Private Tutor (2-8 hours/week)

Tutored and mentored students, grades 4-12 on a weekly to biweekly basis

Taught students studying methods, assisted in assignments, and taught Math, English, Science, History, and other subjects upon request

SDSU

San Diego, CA

2008

Research Assistant (10-20 hours/week)

Transcribed and translated interview data from Korean to English

Conducted phone interviews with previous survey participants, and recorded data

Sillacom, Inc.

San Ramon, CA

2003-2007

Office Clerk (20-40 hours/week)

Language interpretation with various clerical duties including correspondence

### VOLUNTEER AND EXTRA-CURRICULAR:

CompassPoint Nonprofit Services

Multicultural Leadership Board Academy

June, 2013

Bay Area Women Against Rape

Oakland, CA

State-Certified Rape Crisis Counselor (~6 hours/week)

11/2012 to Present

Completed 66 hour training course to receive state certification

Counsel callers on the rape crisis hotline, help to process through their experience with sexual assault, help to brainstorm action steps and provide resources and referrals

Participate in the Sexual Assault Response Team providing hospital accompaniment and advocacy during interviews with law enforcement and medical examinations

Light of Grace Korean Presbyterian Church

Pleasant Hill, CA

Small Group Leader (~5 hours/week)

2009 to Present

Attended weekly leadership meetings and helped to facilitate weekly Friday gatherings

Participate in weekly Teacher's Meeting and monthly Teacher's Training

Teach and mentor a 6-8th grade female class and college group co-gender class

Korea Campus Crusade for Christ

San Diego, CA

2009-2010

Short Term International (40 hours/week) Cross cultural immersion program in Beijing, China; year-long internship building relationships with and mentoring national students.

Small Group Leader (~20 hours/week)

2006-2009

Mentored and counseled 10+ students, one on one and in small groups

2007-2008

Student Council Treasurer (~40 hours/week)

Managed all aspects of finances in the San Diego branch of KCCC

Worked collaboratively with other Student Council members to plan and execute all events and meetings

Overseas Short-Term Mission Trips (3 weeks each)

2006, 2007

Organized and ran English Camp for elementary to college age students in Mongolia (2006) and Turkey (2007)

Freshmen Class Representative (~10 hours/week)

2005-2006

Organize and execute class meetings for 100+ students with three other representatives

Serve as liaison between staff and the freshmen class and keeping class updated with announcements and information

[References Available Upon Request]