

Joanna F. Kawatra

Long Beach, CA 90804 • (310) 946-5005 • jfkawatra@gmail.com

EDUCATION

University of California, Irvine—**M.A. Public Policy**
GPA: 3.7

June 2017

California State University, Long Beach—**B.A. Political Science**
Cumulative GPA: 3.0; Political Science coursework: 3.9

Fall 2014

SKILLS

Language: Proficient in speaking, reading, and writing in Spanish
Software Skills: Microsoft Office Suite, Google Suite, Skype, Zoom
Graphic Design: Adobe Illustrator, InDesign, Photoshop
Certifications: CBEST, 30-Day Substitute Teaching Permit

WORK EXPERIENCE

Academy of Media Arts—Los Angeles, CA

April 2020 – June 2021

Math Instructor

- | Compile lesson plans and design projects on a regular basis
- | Maintain communication with parents and other community stakeholders
- | Grade all assignments and projects
- | Compile behavior reports for IEP students as needed

National Hispanic Media Coalition—Whittier, CA

November 2020 - Present

Office Administration Fellow

- | Design and implement Latin Stream Showcase website on WordPress
- | Coordinated the production of the Latin Stream Showcase scenes
- | Conduct research on local events, movements, and local/national policy

Kelly Education—Orange County, CA

November 2019 - September 2020

Paraprofessional and Substitute Teacher

- | Ensured students completed assignments on schedule
- | Fill out observation forms as needed
- | Provide one-on-one homework assistance

Varsity Tutors—Orange County, CA

November 2018 - December 2019

Private Tutor

- | Held private sessions for middle and high school students in English and Math
- | Updated parents on student progress
- | Provided extra support for students with learning differences

FREELANCE EXPERIENCE

ELLAY

Producer

- | Compiled call sheets for all cast and crew
- | Obtain necessary permits and insurance coverage for length of production
- | Implement COVID Safety protocols according to SAG-AFTRA guidelines
- | Procured props and utilities for production as needed
- | Create menus for cast and crew
- | Manage contracts by ensuring all contracts are accurate and signed by the appropriate parties
- | Maintain SAG-AFTRA paperwork

May 2018 – Present