

Guy Denz

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SUMMARY OF QUALIFICATIONS

- Five years of experience coordinating campus wide events for graduate and undergraduate students
- Solid understanding of California credentialing requirements and academic degree programs
- Demonstrated knowledge of university data systems such as NoliWeb, Banner, Microsoft Outlook and PeopleSoft

EDUCATION

Loyola Marymount University **Los Angeles, CA**
Master of Arts Candidate, Guidance and Counseling May 2024

University of California, Berkeley **Berkeley, CA**
Bachelor of Arts in Liberal Studies – Elementary Education May 2019
Preliminary Multiple Subject Teaching Credential with CLAD authorization

PROFESSIONAL EXPERIENCE

Soka University America **Aliso Viejo, CA**
Admissions Counselor 2019 – Present

- Utilize several university systems to retrieve and verify data and maintain data tracking system
- Coordinate all aspects of admission for prospective students
- Advise prospective students regarding admission and program requirements
- Exercise excellent communication skills with special sensitivity to the needs and expectations of prospective students
- Review and process a diverse applicant base for requirement completion
- Create and implement strategies to increase efficiency in processes such as a digital filing system to monitor applicants

Credential Analyst 2018

- Advised students with matters of teacher credentialing in the state of California
- Reviewed and processed a diverse applicant base for requirement completion and collaborate with office staff as needed
- Submitted recommendations for a variety of credential types to the California Commission Teacher Credentialing Utilized NoliWeb to retrieve and verify data, including document submission
- Assisted in evaluation transfer coursework for university equivalency
- Worked closely with Teach for America to review and process Inter Teaching Credentials for over 200 candidates
- Supervised 10 student workers and provided ongoing training with office procedures and protocol

Los Angeles Unified School District **Los Angeles, CA**
Counseling Coordinator Assistant 2017

- Discussed comprehensive school counseling programs with the District Director
- Communicated the goals of the comprehensive school counseling program to education stakeholders
- Accurately and appropriately interpreted and utilized student data to meet student and district needs
- Collected and analyzed data for the District Director for the use of guiding program direction and emphasis

Baylor Hill Elementary School **Reseda, CA**
Teacher's Assistant 2016

- Developed subject specific lessons for third grade level for the purpose for building competency levels
- Managed student behavior for the to provide a safe and optimal learning environment
- Prepared written materials for the purpose of documenting student progress and meet district mandated requirements
- Reinforced classroom goals in the home by advising parents or legal guardian of student progress

SKILLS & TECHNOLOGY

Fluent in Spanish
Certified in CPR and First Aid
Proficient in MS Office