

# Lailah Yoon

## Education

**Master of Arts in Educational Counseling** (September 2007-July 2008)  
**Pupil Personnel Services Credential** (September 2007-July 2008)  
Azusa Pacific University

**Master of Arts in Education** (January 2005-July 2007)  
California State University, Long Beach

**Multiple Subject Teaching Credential** (September 2003-December 2004)  
California State University, Long Beach

**Bachelor of Arts in Political Science** (September 2000-June 2003)  
University of California, San Diego

## Experience

**Administrative Assistant** (October 2016-Present)  
Biola University, La Mirada, CA

- Support the Dean's office by providing administrative assistance to the Dean and Operations Coordinator
- Coordinate and schedule appointments, travel details, and other various commitments for the Dean
- Assist the Operations Coordinator in staff, adjunct and full-time faculty hiring and contracts
- Assist the Operations Coordinator with sabbatical, promotion and tenure applications and processes
- Assist the Dean with various reports and data collection required by various institutional offices including of the Provost and the President.
- Assist the Dean with overseeing various financial responsibilities, including:
  - Managing the Dean's Office budget
  - Coordinating oversight of the various department budgets in line with division and institutional priorities
  - Monitoring budget expenditures and provide accurate financial reporting and data entry for the school
- Provide any additional planning/administrative/operational support related to Dean's institutional responsibilities, as needed

**Elementary Student Support Specialist** (September 2015-October 2016)

Eastwood Elementary School, La Mirada, CA

- Provided individual and group support to students with identified behavioral concerns and needs.
- Consulted and collaborated with parents/guardians, teachers, administrators, and other education/community resources regarding students with identified behavioral concerns and needs.
- Implemented, monitored, and tracked student data in the implementation of PBIS, MTSS and RTI.
- Provided outreach and support to parents/guardians in order to promote positive school/family relationship and enhance student learning.
- Collected and generated reports based on student behavioral and academic data to monitor and track student discipline referral information, and assist the administrative team with discipline data disaggregation.
- Part of SST Team working with students with IEPs and 504 Plans

**Counselor** (April 2012-June 2012)

Los Coyotes Middle School, La Mirada, CA

- Provided teacher support and guidance in curriculum and instruction
- Counseled students with conflict resolution strategies, problem solving skills and discipline
- Created a summer intervention program for students who have failed their Language Arts and Math courses
- Coordinated the administration of CST testing
- Developed outreach programs such as Career Day by establishing networks with local businesses and citizens in the community

**ELD Student Support Specialist** (March 2009-June 2013)

Los Coyotes Middle School, La Mirada, CA

- Provided ELD students and families with instruction and support
- Worked with teachers to develop instructional practices targeting at-risk ELD students.
- Taught reading comprehension, literary analysis and writing skills to ELD students

**Intern Counselor** (April 2008-May 2008)

Los Coyotes Middle School, La Mirada, CA

- Performed conflict resolution with individuals and groups
- Conducted AB1802 counseling with students and parents
- Advised students and parents about high school graduation and college requirements
- Participated and assisted in the planning and implementation of College Day
- Administered and assisted in the coordination of the STAR Test

**Intern Counselor** (January 2008-April 2008)

Warren High School, Downey, CA

- Conducted academic, personal, college and career counseling
- Administered and assisted the coordination of the CAHSEE
- Evaluated student records and transcripts for class scheduling according to graduation and college requirements
- Developed four-year academic learning plans with students promoting graduation, post secondary education and career goals
- Presented admission requirements for colleges, universities and vocational schools to students

**CELDT Site Coordinator**

(Fall 2006, Summer 2007, Fall 2007, Summer 2007, Fall 2009)

- Organized and coordinated the testing of all limited English proficient students at various elementary, middle and high school sites throughout the district
- Administered the CELDT to elementary, middle and high school students

**Teacher** (June 2006- July 2006)

Escalona Elementary School, La Mirada, CA

Designed and taught interactive and engage lessons to meet the needs of at-risk students

**Teacher/ STAR Test Curriculum Developer** (January 2006-June 2006)

Johnston Elementary School, Norwalk, CA

- Developed test preparation curriculum based on STAR test content
- Provide daily instruction to students
- Administered and assisted in the coordination of the STAR Test

**Substitute Teacher** (June 2005- June 2008)

Norwalk La Mirada School District, Norwalk, CA

- Created and executed lesson plans for grades K-12 in accordance to California State Standards
- Implemented effective classroom management conducive to effective teaching and optimal learning

**Additional Skills and Training**

Fluent in Korean

MTSS

RTI

ADHD

504