

RACHEL BARGIEL
(805)403-8298

Education:

Houston Graduate School of Theology, M.Div. (Theology) expected completion July, 2014
University of California at Santa Barbara, M.A. w/Honors (History of /Religion) 1999
University of California at Santa Barbara, B.A. w/Honors (History of Religion) 1995
University of California at Santa Barbara (Paralegal Certification - now ABA approved) 1987

Professional Experience:

Lone Star Community College District –Scribe, University Park, Houston, TX (01-13-present)

- Attend class lectures and lab sessions as needed to provided note taking services to students
- Assist visually-impaired students in taking exams, reviewing and proofreading research projects

Houston Independent School District – Assoc. Teacher, 4400 W. 18th Street, Houston Texas 77092 (01-12-present)

- Instruct all (pre-K to High School) levels and subject matter of student population
- Facilitate permanent teacher's lesson plans/discussion
- Monitor student performance, behavior and assist administrative offices as necessary

Santa Barbara City College – Tutor, Writing, English and Humanities), 721 Cliff Drive, SB, CA 94110 (09/10-08/11)

Part-time tutor to EOPS Students responsible for evaluation and editing of research papers

- Aide in revision of research papers, statements of purpose and scholarship applications
- Mentoring in topics, structural beginnings and analysis of various papers
- Instruction as to basic grammar rules, etc. to ESL students

UCSB, Asst III to Exe. Asst/Chancellor/Counsel, Santa Barbara, CA 93106 (07/01 to 07/02)

Administrative assistant to Executive Officer, Chancellor and Counsel of University

- Maintenance of confidential student and faculty matters
- Interaction with University Regents' staff and coordination of minutes & Executive calendars
- Liaison between staff, Executive Officers, academic departments and student population

Rice University, Program Coordinator, Houston, TX 77006 (06/99 to 09/99)

Coordinator of merger between and among three academic departments to central location

- Cataloguing and Integration of database, library offerings, files and texts
- Coordination and planning of welcome events between prospective students and faculty advisors
- Planning and coordination for hosting guest faculty lecturers

UCSB, Graduate Teaching Asst.-Office Assistant) Santa Barbara, CA 93106 (07/94 to 03/99)

Assistant to MSO, Undergraduate Advisor, Chairman in efficient functioning of academic department

- Recording and transcription of faculty lectures, minutes, etc.
- Facilitated student discussions
- Tutoring, evaluation and grading of all exams and research projects (over 800 students)
- Liaison between academic department and student population