



Javier Corrales

Personal Info

Address

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Skills

Instructor



Trainer



Program Management



Staff Development



Operations



Languages

Spanish



English



Software

MS Office



ASAP



Tops Enterprise



Summary

- Dynamic educator/trainer/coordinator with over 10+ years experience in the adult education field with a committed focus on student success and achievement.

Educator:

Proficient in leading adult basic education (ABE), English as a second language (ESL), and high school equivalency (HSE) classes, with a proven record of helping students achieve positive results

Staff Development:

Experienced in the creation of professional development courses for adult education instructors and staff

Program Coordinator:

Skilled in the development and implementation of adult education programs to serve adult learners. Versed in all aspects of program and personnel management



Education

2007

- **University of California at Berkeley**

Bachelor of Arts in History

2009

- **University of San Diego**

Designated Subjects Adult Education Teaching Credential

- Elementary (ABE) and Secondary Basic Skills (HSE)
- English as a Second Language(ESL)
- Social Sciences
- Computer Technology



Experience

2015 - present

- **Project Specialist**

Saddleback College

- Planned, organized and managed High School Equivalency program from curriculum development, scheduling to staff development meetings
- Participated in California transition to AEBG guidelines for Adult Education programs
- Instruction of High School Equivalency classes to prepare adult learners for exam(GED,HiSET, TASC)
- Responsible for development and creation of High School Equivalency testing center

2007 - 2015

- **Instructor**

Capistrano Unified School District

- Prepare students for High School Equivalency Exam(GED, HiSET, TASC)
- Teach Vocational Computer Technology courses to the local adult community
- Instruct English as a Second Language(ESL) course to adult students