

MONICA CORTÉS VIHARO

EDUCATION & HONORS

University of California, Berkeley, Bachelor of Arts, 1996, Cum GPA 3.7

Double Major: Political Science GPA 3.6, Dramatic Art GPA 3.9

McNair Scholars Research Fellowship, UC Berkeley, 1994-1996

- Awarded two-year fellowship which proved funding and faculty mentorship for original undergraduate research
- Published research article, *The Works of Anna Deavere Smith: An Exploration of Otherness*” in Berkeley McNair Scholars Journal, Summer 1995, Volume 3
- Chosen as sole UC Berkeley representative to present at plenary session, 1995 National McNair Scholars Symposium
- Mentored by Professor Margaret B. Wilkerson, Chair of Dramatic Art and African American Studies

Departmental Citation, Department of Dramatic Art, UC Berkeley, 1996

One student honored each year for exemplary performance, scholarship, leadership, and service to the department

Eisner Prize (*Acting and Directing*), UC Berkeley, 1996

Cash prize bestowed to fewer than 30 UC Berkeley students for highest achievement in creative arts.

University/Resident Theater Association (URTA), *Semi-Finalist*, 1996

One of three students sponsored by the UC Berkeley Department of Dramatic Art

Center for Theatre Arts Undergraduate Curriculum Committee, *Student Representative*, 1995-1996

- Only undergraduate selected to serve on the faculty committee to restructure the Dramatic Art curriculum
- Attended all meetings, reviewed proposals, and provided insights and suggestions from an undergraduate perspective
- Committee recommendations engendered the transformation of the Department of Dramatic Art into the current Department of Theater, Dance, and Performance Studies

Research Assistant for Professor David McCandless, Spring Semester 1996

Procured, and summarized articles as research for his book *Gender and Performance in Shakespeare's Problem Comedies*

Musical Theater Workshop, *Instructor, Founding Member, Director*, UC Berkeley, 1992-1996

- Created and Taught Musical Theater Workshop, Dramatic Art 98/198 through the UC Berkeley De-Cal Program (De-Cal, Democratic Education at Cal provides support and training for undergraduates wishing to create and teach courses).
 - Worked closely with faculty sponsors to provide the only musical theater or audition course in the department
 - Collaborated with Dramatic Art and Music Departments for classroom/performance space, props, and costumes
 - Executed administrative duties including auditions, grading, marketing, hiring accompanist, and inviting guest speakers
 - Directed end-of-semester musical revues comprised of best course work; revues became part of the department's season
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RELEVANT COURSE WORK

Rhetoric 1A: Craft of Writing – Literary analysis, argumentation, and literature as cultural documentation

Dramatic Art 20 B & 151: Survey of World Drama – Theater history from Plato to present

Political Science 3: Empirical Analysis - Critiquing data and statistical evidence to determine the validity of research methodologies

Theater 25AC: Drama of American Cultures – Plays and theorist who critique the dominant hegemonic discourse including feminist, queer, documentary, Brechtian, and guerilla theater

Dramatic Art 107 & 171: Performing History – Master class taught by visiting artist on creating performance pieces

Dramatic Art 120: Dramatic Theory – Semiotics and performance theories including Brecht, Artaud, Grotowski, Lacan, Brooke

African American Studies 143B & 183C: Black Theater Workshop – Studying African American playwrights/theorists to create and performance original works based on ethnographic research

TEACHING

Public Speaking Instructor, *Communication Academy* 2011-Present

- **Teaching:** Teach Public Speaking and Academic Writing Courses for children and adults
- **Administrative Duties:** Create initial and final evaluation reports for each student
- **Curriculum:** Develop curriculum which aligns with academy goals and materials
- **Performance Coaching:** Organize and facilitate final performance or presentation

Tutor/SAT Instructor, *Kaplan Inc.* 2009-2011

- **Tutoring:** Private tutor for Math, Reading, Writing, and Spell Read K-8 tutoring programs
- **Teaching:** Classroom instructor and private tutor for SAT/ACT
- **Administrative Duties:** Maintained tutoring and teaching records, including grades and attendance

Lecturer/Section Instructor, Letters & Science 1: Introduction to the Humanities, *UC Berkeley* 2004-2006

- **Teaching:** Taught one section of Letters & Science 1 for three fall semesters; led discussion on readings and course lectures
- **Administrative Duties:** Assigned and graded essays, presentations, and research assignments; recorded attendance and grades
- **Teacher Training:** Participated in all teacher training and norming sessions
- **Curriculum:** Developed curriculum, chose articles, and created assignments during weekly lecturer meetings

Substitute Teacher K-12, *Alameda and New Haven Unified School Districts* 1998-2012

- **Teaching:** Worked periodically as substitute teacher for two school districts in pre-K through 12th grade classrooms and after school programs
- **Administrative Duties:** Synthesized and executed daily lesson plan and classroom management procedures for subjects ranging from English to Physical Education
- **Curriculum:** Created and supervised structured activities and supplemented lesson plans, as needed
- **Special Populations:** Taught special needs students; including those with learning and physical disabilities

Adjunct Instructor, *The Student Learning Center, UC Berkeley* 1996 -1997

- **Teaching:** Taught two sections each of History 7B and Political Science 1 adjunct courses
- **Curriculum:** Designed semester-long curriculum and administered weekly lesson plan covering course material and study, and test-taking skills
- **Advising:** Advised students on issues of student life and academic concerns and tutored students individually as needed

PROFESSIONAL, MANAGERIAL, & ADMINISTRATIVE EXPERIENCE**Business Developer, Kaplan Inc.**

Oct. 2011-Present

- **Sales:** Meet monthly and yearly sales goals to grow business in the East Bay
- **Administrative Duties:** Create promotional materials, deliver materials to teachers and school partners, schedule meetings, attend trainings, promptly answer e-mails and phone, meet projects deadlines
- **Customer Relations:** Provide private consultations to clients, including parents, students, and partner schools and organizations, as well as presentations and workshops as needed.
- **Team Work and Leadership:** Table and present at conferences and college faires; procure locations for team meetings and events, plan and conduct team training sessions
- **Strategic Planning:** Plan course schedules, build new and fruitful partnerships, stay abreast of industry changes and competitive landscape

Faculty Manager, Kaplan Inc.

March 2011-Oct. 2011

- **Faculty Management:** Recruited, hired, trained, and supervised over 70 part-time and full-time SAT/ACT instructors for the East Bay, Sacramento, and Davis areas
- **Administrative Duties:** Managed payroll, staff discipline, and teaching assignments
- **Staff Development:** Observed and coached instructors to improve their effectiveness and maintain academic quality; established mentorship program; created and implemented staff development plans; conducted trainings using Adobe On-Line Meeting Rooms, Skype, and Google Hangout
- **Customer Relations:** Provided excellent customer services to parents, students, and partner schools
- **Committee Work:** Created innovative processes and trainings as member of Staff Management Work Group
- **On-Call Duties:** Provided faculty with support and solutions during weekend emergencies

Academic Program Coordinator (APC), Unit 1 Academic Center, UC Berkeley

1997-2011

- **Academic Center Management:** Oversaw daily operation of center which provided academic and computing support to the 2,000 residents of the Unit 1 Residential Complex
- **Staff Management:** Hired, trained, supervised, and evaluated 20-30 Unit 1 center employees per year
- **Staff Development:** Created and executed trainings for students and professional staff throughout the year; assisted staff in establishing and meeting development goals; mentored student supervisors
- **Budget Responsibilities:** Managed 30k center budget, including monthly payroll and supplies budget;
- **Academic and Faculty Programming:** Collaborated with student staff, Residential Faculty, and campus partners to plan and execute programs that promoted faculty-interaction, and community development
- **Large-Scale Event Planning:** Planned and coordinated annual Welcome Week events, Faculty Dinners, Cal Day Tours, End-of-Year Staff Celebrations, Student-Designer's Conference, Major Madness Resource Faire
- **Academic Counseling:** Provided academic and career counseling to residents; supervised student advisors;
- **Marketing:** Supervised 5 student designers and 1 webmaster charged with creating marketing materials
- **Service & Campus Committees:** Served on Vukasin Scholarship Selection, Letters & Science Satellite Advising, Safety & Security, and Diversity Committees
- **Team Work and Leadership:** Managed two centers simultaneously during APC vacancy; served as interim Assistant Director; functioned as part of the Unit 1 Management Team to address unit-wide concerns

Social Sciences Tutorial Program Coordinator, The Student Learning Center, UC Berkeley

June 1996 – Dec.1996

- **Program Management:** Coordinated the Social Science and Drop-in Writing Tutorial Programs, as well as History 98: Ethnic Perspectives lecture Series
 - **Leadership:** Worked as part of center-wide management team to address issues, create and enforce policies
 - **Staff & Budget Management:** Supervised 15 tutors; taught weekly training seminar; conducted staff observations and video critiques; designed and managed 20K payroll budget
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PUBLIC SPEAKING & PERFORMANCE

Public Speaking Consultant, *McNair Scholars, Cal NERDS, Berkeley School of Optometry* 1994 - 2011

- **Workshops:** Created and administered workshops for undergraduate scholars on public speaking, networking, and business etiquette
- **One-on-One Coaching:** Critiqued presentations for the Annual National McNair Scholar Symposium

Actor, *Tonry Talent Agency, San Francisco, Ca* 1999-Present

- **Theater:** Performed with Bay Area companies including *San Francisco Shakespeare Festival, California Shakespeare Theatre, Center Repertory Theatre, California Conservatory Theatre, Impact Theatre, Woman's Will, and Shotgun Players*
- **TV/Film/Commercials:** Appeared in *Nash Bridges, America's Most Wanted, AMC's Date Night*, and commercials for *Kaiser Permanente, Maruchan, and Logitech*
- **Training:** Theater and On-Camera Training with *American Conservatory Theater, California Shakespeare Festival* and various private voice and movement coaches
- **Union Membership:** Screen Actor's Guild/American Federation of Radio and Television Artists (SAG/AFTRA)
- **Titan Award 2008:** Cash prize awarded by Theatre Bay Area Magazine to five Bay Area actors for their talent and potential to grow their careers

EMPLOYMENT AWARDS, CERTIFICATIONS & SKILLS

California Basic Educational Skills Test (C-BEST) - Required to teach in California public schools

State of California Emergency 30-Day Teaching Credential - Certification to teach for up to 30 days in one classroom

2006-07 Office of Student Development Staff Member of the Year (departmental award), *UC Berkeley*

2000-2001 UC Berkeley Outstanding Service Award (university wide award)

Proficient Reading and Speaking Conversational Spanish
