

ARA EH ORNELAS

CONTACT

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Los Angeles, California

SKILLS

~ Customer Service
~ Time and Routine Management
~ Reservation Management
~ Cash Handling
~ Verbal Communication
~ Flexibility
~ Multi-tasking
~ Organization
~ Detail Oriented
~ High Energy
~ Fast learner
~ Translation
~ Computer troubleshooting
~ Adobe lightroom
~ Canva
~ Excel
~ Data Entry
~ Google suite
~ Typing
~ Behaviour tracking
~ Lesson Planning
~ Behaviour intervention
~ Collaboration
~ Web Design
~ Trainer
~ Supervisor
~ Analyze Data

LANGUAGES

English

Spanish

Japanese

CERTIFICATIONS

CPR | FIRST AID | AED

PROFILE

Independent, self-motivated and highly reliable individual with a strong work ethic. Seeking to apply my skills and knowledge and contribute to the company's goals. Wanting and willing to learn new skills. Fast learner and flexible.

WORK EXPERIENCE

Site Coordinator

Sylvan | Northridge, CA

Sept 2025 - May 2026

- Directed and mentored 6 staff members/tutors
- Oversee a program totaling 90 students
- Coordinate daily tutoring schedules and session logistics across assigned sites
- Communicate regularly with tutors, staff and Assistant Director and Director to ensure smooth operations
- Track attendance, scheduling changes, and session updates for accuracy and accountability
- Support tutors with classroom setup, materials, and procedural guidance
- Maintain organized records of site activity, tutor hours, and performance updates
- Monitor site operations to ensure adherence to company policies and quality standards
- Contribute to a positive and professional work environment by facilitating clear communication among staff
- Enter and maintain accurate student attendance records in internal databases and tracking systems
- Input and update student information, schedules, and session data regularly & create progress reports
- Verify tutor-submitted attendance logs for accuracy and completeness

After School Program Facilitator

Hey Tutor | GLENDALE, CA

Feb 2022 - Jun 2025

- Supervising a set class, between 18-24 students.
- Developing afterschool enrichment curriculum.
- Implement activities that include common core, arts and crafts, Stem, physical enrichment and SEL.
- Held annual budget responsibility for supplies
- Maintain a safe play environment by observing and monitoring children's play activities.
- Assist in serving snacks to grades Kinder to Fifth Grade.
- Discipline children and initiate student(s) in age appropriate self and situational awareness. Steps taken to ensure incident is not repeated and safety of all students is ensured. A report is written for any injuries and any significant incident.
- Organize and store toys and materials to ensure order in activity areas.
- Maintain a professional and friendly attitude, always with patience and kindness.
- Collaborate with parents, teachers and other vital staff members to assist students.

Tutor

School on Wheels | Los Angeles

Dec 2019 - Feb 2021

- Assisted student (1on1) with developing positive academic strategies to improve learning and boost self-confidence.
- Coached student(s) on academic concepts and explained terminology in easy-to-understand language.
- Collaborated with teachers, parents, and administrators to promote student success.
- Personalized lessons to meet individual needs of each student.
- Conducted assessment tests to evaluate student knowledge and identify areas of weakness.
- Created and maintained warm and welcoming tutoring environment conducive to learning.
- Scheduled tutoring appointments with students and parents.
- Participated in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- Traveled to students' homes, libraries or schools to conduct tutoring sessions
- Provide resources should student need any.