

REBECCA CARMONA

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PROFESSIONAL SUMMARY

Independent school educator and community engagement leader with 15+ years of experience building relationships with students and families, supporting high school admissions decisions, writing recommendations, presenting at Open House events, and developing programs that strengthen belonging and student engagement. Experienced advisor, interviewer, and mentor known for communicating with warmth, empathy, professionalism, and discretion. Proven leader in diversity, equity, and belonging initiatives, student programming, community partnerships, recruitment, interviewing, and cross-functional collaboration. Native American educator, who brings a personal and professional commitment to creating inclusive school communities where students and families feel welcomed, represented, and connected.

CORE COMPETENCIES

Admissions & Recruitment | Student & Family Engagement | Independent School Advising | Student Interviews & Recommendations | Open House Presentations | Student Leadership | Diversity, Equity & Belonging | Community Outreach | Event & Program Management | Volunteer Coordination | Mentorship & Advising | Facilitation | Strategic Communication | Cross-Functional Collaboration | Office Operations | Confidentiality

PROFESSIONAL EXPERIENCE

THE HIDDEN GENIUS PROJECT — Oakland, CA

Volunteer, Interviewer & Fundraising Support | August 2023 – Present

- Conduct interviews for a mission-driven organization focused on expanding opportunities for underrepresented young people in the technology industry.
- Engage prospective participants with warmth, curiosity, and cultural awareness while learning about their interests, experiences, goals, and potential.

OAKLAND UNIFIED SCHOOL DISTRICT — Oakland, CA

Special Assignment Teacher, English | August 2020 – June 2023

- Supported students with varied academic, social, and personal needs while creating an inclusive and welcoming learning environment.
- Maintained consistent communication with students, families, colleagues, and administrators to support student success.
- Developed engaging presentations and learning experiences for diverse student populations.
- Collaborated with colleagues and school leadership on student support, curriculum, and community-building initiatives.
- Advised 8th-grade students and their families through the independent and public school high school selection process, helping parents identify schools aligned with their students' academic, social-emotional, and personal needs.
- Wrote letters of recommendation for students applying to independent high schools, drawing on knowledge of their strengths, interests, character, and accomplishments.

ST. PAUL'S EPISCOPAL SCHOOL — Oakland, CA

Master Teacher, English & Student Engagement | August 2006 – June 2020

- Led Student Engagement initiatives and a Student Engagement Team, developing programs that strengthened student voice, participation, belonging, and connection to the school community.
- Represented St. Paul's at Open House events, delivering presentations to prospective families and communicating the school's mission, programs, and community values.
- Served as an advisor to middle school female students, providing individualized support as they navigated academic, social-emotional, and interpersonal challenges.
- Served as a regular Graduation speaker, representing the school and addressing students, families, faculty, and guests.
- Founded the school's Robotics Program in response to student interest, creating opportunities for collaboration, creativity, problem-solving, and student leadership.
- Developed a school garden program providing organic produce to the local Food Co-Op, extending the program's impact to residents of St. Paul's Towers and strengthening community connections.
- Led groups of 7th-grade students to and from community volunteer sites, coordinating participation, supervision, logistics, and service experiences.
- Developed and implemented a schoolwide campaign promoting inclusiveness, kindness, and empathy in support of the school's Mission Statement.
- Built trusted relationships with students and families through advising, mentorship, academic support, and consistent communication.
- Designed and facilitated professional-development workshops on diversity, equity, and inclusion, increasing schoolwide engagement by 75%.
- Received the Karan Merry Foundation Award for developing the "*Baldwin to Black Lives Matter*" curriculum and presenting the work at the National People of Color in Independent Schools Conference, reaching more than 1,000 education professionals.

THE COLLEGE PREPARATORY SCHOOL — Oakland, CA

Summer School Teacher, English | Summer 2016

- Taught English in the summer school program, creating engaging and inclusive learning experiences for students.
- Built positive relationships with students and supported academic growth through individualized attention and responsive instruction.
- Adapted instruction to students with varied academic needs and learning styles within an independent-school environment.

NEXTEL COMMUNICATIONS (NCAL & PNW) — Oakland, CA

Assistant Director of Training, Marketing & Sales | August 1996 – December 1999

- Led training programs for groups of up to 30 sales professionals, creating engaging learning environments and motivating participants with varied levels of experience and enthusiasm.
- Developed and implemented New Hire Training, building a comprehensive program to successfully onboard new employees.
- Designed and delivered Career Path Training programs supporting employee growth, professional development, and advancement.
- Created training curricula, materials, schedules, and facilitation strategies for employees across multiple locations.
- Partnered with Human Resources and leadership to align training initiatives with organizational goals and workforce needs.
- Coordinated professional-development events and managed multiple priorities while maintaining strong organization, communication, and follow-through.
- Supported employees through coaching, mentorship, and professional development, fostering collaboration and shared accountability.

ADDITIONAL PROFESSIONAL EXPERIENCE

OAKLAND MUSEUM OF CALIFORNIA — Oakland, CA

Co-Founder, Day of the Dead Celebration

- Coordinated with city agencies, local businesses, community organizations, and institutional partners to support event planning and execution.

WALD, FREEDMAN, CHAPMAN & BENDES — Oakland, CA

Office Manager, Seasonal | 1984 – 1991

- Managed front-office operations, scheduling, correspondence, client communication, records, and day-to-day administrative responsibilities.
- Maintained a professional, welcoming, and confidential environment for clients, attorneys, and staff while exercising discretion, organization, attention to detail, and sound judgment.

EDUCATION & CERTIFICATIONS

M.A., English — University of Colorado

B.A., English — California Polytechnic State University

Leverage Diversity and Inclusion for Organizational Excellence Certification — Stanford Graduate School of Business

Mindfulness, SEL, and Yoga Certification — Breathe For Change