

## AMANDA M. LEVIN

College & Careers Counselor | University of California Certified College Admissions Consultant | British Council Certified Counsellor | Times Higher Education CAP Level 2 | International Education Enthusiast  
[levin.amanda@gmail.com](mailto:levin.amanda@gmail.com) +20 122 950 1707 (mobile/WhatsApp)

### SKILLS

- Highly skilled in centering student voice as a strategy for supporting teaching, learning, and writing
- Highly skilled in college list building with wide ranging knowledge of colleges and universities
- Highly skilled with application platforms: Common App, UCAS, StudieLink, OCA, Scoir, Apply UC
- Highly skilled in interdisciplinary project planning and organization, UBD, collaborative teaching
- Experienced with Unifrog, Naviance, Maia Learning, YouScience, BridgeU
- Skilled communicator; Spanish proficient

### EXPERIENCE

August 2023 – Present

#### **Assistant Headteacher University & Careers Counselling**

*Modern English School Cairo, Cairo, Egypt*

As the inaugural University & Careers Counselor at the school, I oversee secondary school guidance (grades 7-12), developing and implementing comprehensive career and university support. Offering personalized guidance, I helped our students not only secure university placements but also align their academic pathways with future career goals. In my first year, 100% of our students submitted university applications, and over 80% received offers from one of their top three choices.

Responsibilities beyond direct university application support:

- Family outreach via formal presentations and in-person meetings
- Creation & delivery of tailored curricula and student presentations on career options
- Support and training for teachers
- UCAS site adviser, Unifrog coordinator, Slate profile manager, NCAA portal manager
- Organized all university visits to our campus; student visits to local campuses

June 2017 – Present

#### **Creative Educational Solutions, Amanda Levin LLC**

*Comprehensive university guidance*

University admissions and careers consultant, USA/Hong Kong/MENA working with applicants to universities of all tiers, supporting first time freshman applicants and transfer students at the undergraduate level, and students seeking graduate and professional degrees.

July 2018 – July 2022

#### **Humanities Dept Lead, College & Academic Advisor, Social Sciences Teacher**

*Leadership High School, San Francisco, CA*

As the primary college advisor to two student cohorts, designed a curriculum to support the 80% first-gen student population. Organized college tours for our students and facilitated student planning meetings with families. As department lead, coached a group of seven teachers in curriculum, classroom management, and distance learning strategies. Mentored teachers through California credential process; supervised TFA candidates. Served on the Instructional Lead Team to support school leadership in decision making and development of school culture.

Jul 2017 – July 2018

#### **Middle School Lead Educator (L3)**

*AltSchool, San Francisco, CA*

Core Humanities Teacher (ELA & Social Studies) for grades 7-8 in a small, independent TK-8 school. Within the AltSchool system each school fostered personalized learning in small environments geared toward a whole-child, personalized approach to education fostering student agency focused on design thinking, social-emotional learning, and outdoor exploration. Tasked with collaboratively developing existing technology to grow and expand the potential of the AltSchool model. Supported all students with applications to San Francisco High Schools.

Aug 2011 – Jun 2017	<b>Senior Team Co-lead, Social Studies Instructor, Senior Internship Coordinator</b> <i>Arts &amp; Humanities Academy, Berkeley High School, Berkeley, CA</i> Sophomore and senior Social Studies instructor for one of four SLC's within Berkeley High School, coordinator for the AHA senior professional internship program. Highlights include revamping the internship program and curriculum, a portfolio-based program based on professional internship experience. Integral in design of the academic capstone projects.
Aug 2010 – Aug 2011	<b>English and Humanities Teacher</b> <i>Albany High School, Albany, CA</i> Teaching assignments included AP Literature and English 1. Freshman Debate PBL Lead for the freshman cohort. Supported student research, drafting of speeches, and public speaking.
Aug 2006 – Apr 2010	<b>Head of English and Humanities, University Application Lead</b> <i>NTK Learning Center, Hong Kong, S.A.R., PRC</i> Teaching assignments included: all Social Studies courses offered in the AP, IB and A-Levels curricula; AP Literature; AP Language and Composition; IB English; IB History; SAT/ACT preparation; College essays; College interview preparation for international school students with an interest in attending college in the US/UK.
Aug 2005 - Aug 2006	<b>University Consultant, AP, IB, Cambridge CIE Tutor</b> <i>Private Tutor, Hong Kong, S.A.R., PRC</i> Working with local and international students in Hong Kong, China, and Thailand in school and home settings. Grade levels ranged from elementary to university and subjects spanned all of the humanities, English and writing, including college and graduate school applications.
Jul 2002 - Aug 2005	<b>World Geography, American History, American Government Teacher</b> <b>Head Varsity Girls' Basketball Coach</b> <i>Sparks High School, Sparks, NV</i>
Jul 1999 - Jul 2002	<b>Social Studies Department Chair, Head Girls' Varsity Basketball Coach</b> <i>Incline High School, Incline Village, NV</i>
Aug 1996 - Jul 1999	<b>Social Sciences Teacher, Assistant Girls' Varsity Basketball Coach</b> <i>Procter R. Hug High School, Reno, NV</i>

## EDUCATION

The British Council UK Certified Counsellor, *University Agent & Counsellor Certification, 2025*  
Times Higher Education Level 2 Accredited Counsellor, *College & Careers Counselling Accreditation, 2025*  
UC Berkeley Extension, *College Admissions and Career Planning Certificate, 2022*  
Svyasa Yoga University, *Karnataka, India Yoga Studies and Teaching Certificate, June 2010*  
Global TESOL College USA, *San Diego TESOL Certificate, August 2005*  
University of Nevada, *Reno MS Geography, May 2003*  
San Francisco State University *Secondary Ed. Single Subject Credential, Social Studies, June 1996*  
University of California, *San Diego BA History, June 1993*

## PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

NACAC, International ACAC, NAFSA, British Council, Times Higher Education CAP, IECA, National Council for Social Studies, National Council for Geographic Education, Royal Geographic Society of Hong Kong, Teacher Consultant for the Geographic Alliance in Nevada, Teacher Consultant for the Utah Geographic Alliance, Fellow in the Teaching American History Project, National Federation of High School Sports, California Interscholastic Federation, Yoga Alliance Certified Instructor (200).

## REFERENCES: *Available on request*