

JESSICA CLAIRE

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

SUMMARY

Dependable professional eager to apply time management, customer service, and organizational skills in new environment. Quick learner who thrives in executing client visions. Actively pursuing part-time role opportunities to implement creative flair and eye for artistry.

SKILLS AND TRAINING

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Apps Suite (Gmail, Docs, Sheets, Slides)
- Strong written and oral communication skills in English and Spanish
- Data analysis and reporting
- Organized and detail-oriented
- Program/Initiative leadership
- Effective protocol development
- Event coordination
- Community partnership development
- Relationship building
- Youth mentorship
- Motivational Interviewing
- Policy and procedure improvements
- Meeting facilitation
- Trained in equitable and trauma-informed practices
- First Aid/CPR/AED Certified through American Red Cross

EXPERIENCE

BILINGUAL FAMILY/STUDENT ADVOCATE & ADVISOR, 08/2018 - Current

NEW LEGACY CHARTER SCHOOL – City, STATE

- Work independently and collaboratively with school staff to develop systems to address student needs at Title I high school.
- Create strategic materials and programming surrounding engagement, attendance, and inclusivity initiatives and facilitate presentations to staff to maximize usage of available resources.
- Regularly record and pull reports on attendance and grant data in order to inform adaptations of new or existing systems.
- Serve as a liaison, establishing interpersonal relationships with diverse population of students and families to advocate for their needs with school staff/community organizations.
- Organize monthly engagement events for students and families.
- Create communications materials/scripts to market events.
- Establish partnerships with community organizations; bring active programming into the school, including Art Lives Here with the Denver Art Museum.
- Serve as an academic advisor to group of 20+ students.

BILINGUAL STUDENT SERVICES COORDINATOR, 03/2018 - 08/2018

COLORADO SCHOOL OF ENGLISH – City, STATE

- Organized weekly off-site engagement activities and quarterly community volunteer events.
- Facilitated weekly new student orientations.
- Served as primary point of contact for potential and attending adult international students learning English as a second language.
- Connected students to community resources.
- Utilized Quickbooks to receive tuition payments and run weekly reports.

BILINGUAL IMMIGRATION PARALEGAL, 03/2017 - 02/2018

ALBUJA LAW, LLC – City, STATE

- Prepared and organized client immigration legal case forms and personal documents for Adjustment of Status, VAWA, U- Visa, I-130, DACA, and Waiver of Inadmissibility cases.
- Developed system processes to simplify work, standardize procedures and help team operate more efficiently and effectively.
- Interpreted legal forms and verbal communications in Spanish to enable client understanding of immigration process.

EDUCATION

Bachelor of Arts: Psychology, Spanish, 05/2015

Wittenberg University - Springfield, OH