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# JESSICA CLAIRE

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

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## SUMMARY

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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.

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## SKILLS AND TRAINING

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- 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
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## EXPERIENCE

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**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.
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## EDUCATION

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**Bachelor of Arts: Psychology, Spanish**, 05/2015

**Wittenberg University** - Springfield, OH