

**Alexander DuBois**  
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**Albuquerque, New Mexico 87114**  
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**Education**

**B.A. Psychology and Social Behavior,**  
**B.A. Studio Art**  
University of California, Irvine

**Skills**

50+ wpm typing speed, 4,000 KPH 10-key, Microsoft/Mac System literate  
(Office / Adobe Photoshop), Attentive to details and will excel  
individually or with a team

**Professional History**

**SL Start**

**Data Specialist**

August, 2015 to April, 2016

- ☐ Conducted outreach to community based organizations, emergency food programs and other partners, providing information on SNAP rules and regulations
- ☐ Navigation skills within 2-3 web screens at one time for correct reporting State and Federal guidelines.
- ☐ Educated potentially eligible clients about SNAP
- ☐ Screened, counseled and advised clients on necessary documentation and eligibility requirements for SNAP (food stamps)
- ☐ Provided facilitated enrollment services to clients to apply and re-certify for SNAP
- ☐ Responsible for ensuring that all applications are complete with proper supporting documentation
- ☐ Provided case management and advocacy assistance to clients if issues arose, working in tandem with local SNAP centers
- ☐ Attended community outreach events, fairs and forums as needed
- ☐ Exceptional customer service skills; ability to help clients navigate through barriers while adhering to Human Resources Administration (HRA) protocol and policies
- ☐ Attention to detail to ensure that client documents are submitted timely
- ☐ Served the diverse needs of clients with professionalism and patience
- ☐ Experience in anti-hunger and nutrition work
- ☐ Comfortable using online technologies and database systems on a daily basis
- ☐ Knowledgeable of benefits screening, especially for SNAP

**Temp Jobs**

Various

2011 - 2014

- ☐ Restaurants, Direct Care Staff Employee, Division of Vocational Rehabilitation

**Magic Wok**

Cashier

February, 2011 to April, 2011

- ☐ Handled payment transactions through cash register
- ☐ Greeted customers and Prepared customers' orders promptly
- ☐ Cleaned, maintained, and stocked all facilities except kitchen

**Wal-Mart**

Overnight Remodel Associate

July, 2010 to

October, 2010

- ☐ Addressed customers' questions
- ☐ Stocked merchandize on shelves and maintained store appearance to high standards

**References**

Available upon request