

Angel Valentin

**1416 Putnam Ave.
646 353-3108**

Brooklyn, NY 11237

valentin.angel75@yahoo.com

Professional Objective: To obtain a full time position within a public health related field that is best in line with my employment experience and my educational background.

The Brooklyn Center for the Independence of the Disabled, Inc.

August, 2010 - June, 2012

Intern/Volunteer Job Developer

Job Developer

- Conducted initial assessment of work-related experience of every consumer to better assess proper job placement
- Tried to adapt their current work experience to accommodate for any physical / mental disabilities in order to conduct appropriate job placement.
- Created/revised resume and cover letters
- Provided basic computer classes on job search, resume/cover letter writing
- on a weekly basis ran mock interview workshops, and provided workshops on interview skills/job readiness skills/proper employee conduct/emphasized the importance of good hygiene
- Provided information of community resources that would improve their job-related skills
- facilitated consumer support groups. I also perform presentations of issues pertaining to issues currently face by the consumers
- I also represented the organization during community outreach events

Intern

- Conducted intakes with new participants: completed all necessary forms, consents, etc.
- Provided research for outreach/education efforts and projects for group discussion topics
- Represented program at community events and health fairs; assist in coordination of events
- Co-facilitated support groups

The Office of Bill de Blasio the Public Advocate of New York City New York, NY 3'2011- 4'2011

Intern

- Answered office hotline for public complaints
- Generated database record/ updated status
- Researched issues affecting the citizens of New York City
- Updated / maintained filing system

Networking Project for Young Adults with Disabilities New York, NY

2002 – 2003

Program Coordinator

- Responsible for recruiting new members (ages 13 – 21yr. olds) from junior high and high schools
- Conducted intakes and completed enrollment of new members
- Wrote progress reports on individual members; wrote, compiled, and distributed summary of bi-weekly meetings
- Organized and coordinated bi-weekly meetings; maintained attendance records
- Made travel arrangements to and from the YWCA for the bi – weekly meetings
- Arranged for travel to selected New York City attractions within the calendar year
- Responsible for maintaining records of all group expenses

New York University Medical Center

New York, NY

5'00 - 12'00

Fieldwork trainee

- Verified patient insurance information via telephone or Internet prior to admission
- Receptionist duties which included answering phones, printing daily admissions, etc.

- Entered data into hospital's HIS and P- BAR database system: prepared admissions folders
- Created/updated patient files: maintained reserved patient schedule calendar
-
- **The Brooklyn AIDS Task Force** **Brooklyn, NY** **1998 - 1999**
- **Consultant/Peer Educator**
- Answered multi-line phone, greeted visitors, maintained meeting calendar; responded to
 - program inquiries
- Performed field work/outreach providing information on program, AIDS and substance abuse
- Provided program support: wrote memos, correspondence, faxed; mail distribution, filing
- Provided individual counseling on harm reduction practices
- Responsible for researching topical health issues; coordinated topics with supervisor
- Field representative
-
- **Volunteer: Harlem United/The American Heart Association/ The American Cancer Society/ Catholic Charities**
- **Computer Skills:** MS Office Suite/Win XP Prof./Corel/ Word Perfect 97/Lotus Notes/Outlook
-
- **Education/Training**
- **B.S. Degree** Community Health **Hunter College** **2011**
- **A.A.S Degree** Computer Information Systems **Queensborough Community College** **2005**
-
- **1199 SEIU Training and Upgrading Fund** **2013**
- **Trainings- Casca**
-
- Social Work Practices in a Changing Health Care Industry
- Caring for Patient with Co-Occurring Disorders
- Caring for the Most Vulnerable Patients: mental health, chemical addiction, and homelessness.
- Addictions and chronic conditions in new health care era
- Cross cultural interventions treatment of addiction
- Microprocessors and Internet addiction
-
- **The New York Academy of Medicine** **2013**
- Coordinating Care for High Needs High Cost Patients: What Works, What Doesn't ?
-
- NY State Department of Health/AIDS Inst. *Overview of HIV Infection And AIDS* **2006**
- Cicatelli Associates Incorporated HIV Training
-
- **Affiliations : The National Association of Social Workers New York chapter**