

Leslie Alfaro

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EDUCATION

University of California Berkeley – Berkeley, CA

August 2013

Bachelor of Arts, Sociology

Minor: Global Poverty and Practice at the Blum Center for Developing Economies

- 3.5 GPA

University of Bologna – Bologna, Italy

Spring, 2013

UC Education Abroad Program

- Full immersion program where majority of classes are conducted in Italian
- Took graduate level courses from School of Law and School of Political Science
- 3.8 GPA

WORK EXPERIENCE

Economic Alternatives Inc.— Corona, CA

October 2013- Present

Administrative Intern

- Supported daily activities of engineers, technicians, and other office personnel
- Opened, sorted, and distributed mail to correct department
- Answered multi line telephone and forwarded calls and messages to appropriate person
- Other duties included dictation, filing, greeting customers, proofing and faxing orders.

ICES Education— Long Beach, CA

October 2013-May 2014

Tutor

- Provided assistance to children in K-10th grade who were falling behind in English Language Arts or Math.
- Developed lesson plans specific to each child's problem areas.
- Coordinated schedules with up to 10 students to provide biweekly tutoring sessions
- Improved test scores of children who completed 20 hours of tutoring by 10-30%

Department of Medical & Surgical Sciences, Section of Psychiatry— Bologna, Italy

February-May 2013

Intern

- Worked under Ilaria Tarricone MD. PhD and Medical Student Georgina Griffiths as a translator and general intern
- Assisted in conduction of interviews between various health and government professionals regarding immigration issues and health availability in Bologna, Italy.
- Duties included attending and translating interviews, dictation, and formulation of surveys and questionnaires

Human Rights Nights— Bologna, Italy

February-May 2013

Student Intern

- Publicized and assisted in the organization of week long film festival, which included over 60 films and 30,000 visitors
- Facilitated projects with youth to present cultural, religious, ethnic and social diversities as an opportunity for personal growth and improvement of Italian society.

Movimento de Mulheres Parque Horacio— Rio de Janeiro, Brazil

June-August 2012

Student Volunteer

- Received Blum Center Fellowship to work at a local Non Governmental Organization in the North Zone of Rio interested in the social and financial development of its residents
- Coordinated projects aimed at increasing health promotion such as AIDS and STD prevention groups, health promotion campaigns, distribution of contraceptives.
- Developed lesson plans for class of 15 children ranging in ages from 4-16. Subjects included healthy living, arts and crafts, and being environmentally friendly.

UC Police Department — Berkeley, CA

October 2010- June 2011

Marketing and Media Coordinator for PLAY Academy

- Oversaw all media surrounding the project including design of flyers, updating the bimonthly newsletter, writing and compiling local news articles relating to PLAY Academy.

- Expanded the curriculum for the 11 session academy alongside a fellow coordinator
- Assisted in leading and organizing each class session which consisted of 12-15 high school students

ACTIVITIES

Youth Leadership-Berkeley

2010-2011

Curriculum & Outreach Administrator

- Served as member of planning and production team for organization in the Berkeley community, which seeks to provide leadership-building opportunities to high school students who are otherwise unfamiliar with such responsibilities.
- Developed and customized the curriculum for the program's sessions, which included selecting themes, outreach to community officials, and organizing necessary locations and materials

Associated Students of the University of California, Berkeley

2011-2012

Campus Organizing Director – National Affairs

- Organized and executed campus events regarding effects of national legislation on access to and affordability of higher education. Events included system wide letter campaigns, petitions, phone banks,
- Participated in 2012 United States Student Association Legislative conference where we collaborated with students to learn new skills in student advocacy, networking, and lobbying our elected representatives on student issues

SKILLS AND ACCOMPLISHMENTS

- Dean's List at University California, Berkeley Fall 2012
- Computer: Microsoft Office, Adobe Photoshop, knowledge of Mac and PC platforms, internet research skills
- Language: Fluent in Spanish. Conversational Italian. Some Portuguese
- California Basic Education Skills Test (CBEST) Certification