**Angel Valentin**

**1416 Putnam Ave. Brooklyn, NY 11237 646 353-3108**

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**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 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 presentationsons 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**