

EDUCATION

Grand Valley State University - 2013

B.A. International Relations

B.A. Spanish

GPA: 3.00

Nominated to Student Advisory Board, Department of Modern Languages

Student Leadership Award for assistance of a disabled Spanish student for 3 years

Finished on Dean's List

Courses in International Economic Problems, Latin-American Business, U.S. Latino Civilization and Culture, International Relations, U.S. Foreign Policy, History of U.S. Foreign Affairs, Macro/Microeconomics

Spanish Club, President

01/2012 - 12/2013

- Directed recruiting efforts to increase membership from 4-6 students to 30-40 active members
- Coordinated trips to Chicago for 20+ students from conception to implementation
- Wrote sponsorship requests to various departments of the University to receive funding
- Presented budgets and itineraries to Student Senate and faculty for approval

Latino Student Union

09/2011 - 12/2013

EMPLOYMENT

PADNOS · Grand Rapids, MI

Administrative Services Representative

08/2014 - 08/2015

- Coordination, direction, and communication of inbound and outbound logistics
- Customer services including processing financial transactions, filing crucial reports, and invoicing shipments
- Verification of customer identity and records (licenses, fingerprints, other personal information)
- Accounting research and price trend analysis
- Experience in accounts payables, and freight accounting
- Performed essential tasks in Excel, Word, and proprietary logistics software
- Was able to train three other employees after working for only 6 months
- Frequently recognized and rewarded by co-workers and management for demonstrating exemplary work ethic and a positive attitude

PENINSULA COMMUNITY LIBRARY · Traverse City, MI

Assistant Librarian

01/2005 - 12/2012

- Assisted Spanish-speaking patrons
- Designed and organized community events in English and Spanish for 100+ people
- Instructed an adult Spanish class with over 50 people (2009-2011)
- Assistant teacher with English as a Second Language (ESL) classes
- Managed Spanish literature collection

NORTHWESTERN MICHIGAN MIGRANT PROGRAM · Traverse City, MI

Recruiter

04/2010 - 09/2010

- Facilitated educational opportunities for 300+ migrant children
- Assisted migrant families with translating and preparing critical documents
- Verification of licenses, health records, citizenship status documents, etc.

EXPERIENCE/VOLUNTEERING

- Substitute instructor for college-level Spanish class
- Assisted Spanish-speaking GED test-takers
- Prepared immigration documents (I-130s, DACA renewals, permanent residency renewals, etc.)
- Medical translator at Munson Medical Center
- Translator at Old Mission Elementary School
- Legal document translator for migrant families
- Worked with refugees for a non-profit in Michigan
- Attended the Immigration Conference by the Institute for Latino Studies at the University of Notre Dame (2014)

SKILLS

TECHNICAL SKILLS

Proficient in Adobe Photoshop, beginner in Illustrator

Proficient in Microsoft Word, Excel, and Powerpoint

Excellent research and technical writing abilities (English and Spanish)

Experience with writing funding proposals and requests

Team and project management with Slack and Freedcamp

Social networking with Facebook, Twitter, and Tumblr

SOCIAL SKILLS

Fluent in Spanish (native speaker) and English, beginner in French

Excellent translation abilities including high-stress situations (medical and legal)

Exceptional cultural knowledge of Latin America (native of México)

Multi-tasker, organized, self-starter