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D.O.B: September 24th 1983

EDUCATION

Bachelor's Degree in Business Administration

TEFL Certificate

U.S. Marine Corps Marine Security Guard School, class 4-04

U.S. Marine Corps Personnel Clerks Course, class 25-02

High School Diploma

WORK EXPERIENCE

Viecttor Ronda

Madrid, Spain

Driver

Apr 2022 – Dec 2023

- Communicated with passengers and transported them to their desired destinations.
- Maintained and cleaned vehicle.
- Loaded and unloaded vehicles.
- Followed navigational directions, calculated trip fares, and demonstrated the ability to remain calm in stressful situations.
- Executed multiple administrative tasks as required.

VidasPrime Healthcare

Madrid, Spain

Health Manager / Sales team

Nov 2020 – Nov 2021

- Closing sales for private patients looking for healthcare in Spain from abroad.
- Following up and qualifying new sales leads.
- Managing patients through the sales process and beyond.
- Resolving patient concerns and questions.
- Acting as the patient representative with clinics and hospitals in Spain.
- Liaising with hospitals and clinics in Spain to ensure the client has all necessary information to provide medical services for each patient.
- Safely bringing patients to Spain for treatment or surgery during a global pandemic.

The Green Monkey – Alcorcon

Alcorcon, Spain

Academic Director / Head Teacher

Sep 2016 – June 2019

- Organize academic scheduling
- Assess the language level placement testing of students
- Respond to any student or parent inquiries on academic matters
- Provide support and guidance on all aspects of lesson preparation and delivery
- Conduct quality control surveys to ensure that the appropriate staffing levels are maintained
- Manage the teaching staff to create a positive, enthusiastic team to deliver a high quality program ensuring student satisfaction
- Search for teacher candidates and carry out the recruitment and selection process
- Analyze learning requirements, plan and execute appropriate lessons and deliver constructive feedback to learners of all levels and ages.

Babelia Formacion

English Teacher

Madrid, Spain

Jan 2015 – Sep 2016

Analyze learning requirements, plan and execute appropriate lessons and deliver constructive feedback to learners of all levels and ages.

Seif Idiomias

English Teacher

Madrid, Spain

Dec 2012 – Jan 2015

Analyze learning requirements, plan and execute appropriate lessons and deliver constructive feedback to learners of all levels and ages.

One 2 One English Systems

English Teacher

Madrid, Spain

Sep 2011 – Dec 2012

Analyze learning requirements, plan and execute appropriate lessons and deliver constructive feedback to learners of all levels and ages.

The Public House

Bartender

Madrid, Spain

Mar 2010 – June 2011

Check identification of customers in order to verify age requirements for purchase of alcohol. Order or requisition liquors and supplies. Arrange bottles and glasses to make attractive displays. Take beverage orders from serving staff or directly from patrons

Global Languages

English Teacher

Madrid, Spain

Oct 2009 – July 2010

Analyze learning requirements, plan and execute appropriate lessons and deliver constructive feedback to learners of all levels and ages.

Shamrocks Irish Pub

Bartender

Madrid, Spain

Feb 2009 – Aug 2009

Check identification of customers in order to verify age requirements for purchase of alcohol. Order or requisition liquors and supplies. Arrange bottles and glasses to make attractive displays. Take beverage orders from serving staff or directly from patrons and supervise the work of bar staff and other bartenders.

Living Languages School

English Teacher

Madrid, Spain

Oct 2008 – Jan 2009

Analyze learning requirements, plan and execute appropriate lessons and deliver constructive feedback to learners of all levels.

Forenex Summer Camps

English Teacher

La Coruna, Spain

July 2008

Analyze learning requirements, plan and execute appropriate lessons and deliver constructive feedback to a group of sixteen upper-intermediate learners aged twelve to fifteen.

Emmerson Language Resources

English Teacher

Madrid, Spain

Feb 2008 – Dec 2009

Analyze learning requirements, plan and execute appropriate lessons and deliver constructive feedback to learners of all levels.

Madrado Language School*English Teacher*

Analyze learning requirements, plan and execute appropriate lessons and deliver constructive feedback to learners of all levels.

*Madrid, Spain**Sep 2007 – Feb 2008***American Embassy Caracas, Venezuela***Marine Security Guard*

Provided armed security for all personnel working inside the embassy in a country that is rated critical. Ensured the proper handling procedures for U.S. government classified material was being adhered to.

*Caracas, Venezuela**Jul 2006 – Jul 2007***American Embassy Madrid, Spain***Marine Security Guard*

Provided armed security for all personnel working inside the embassy. Ensured the proper handling procedures for U.S. government classified material was being adhered to.

*Madrid, Spain**Jul 2005 – Nov 2005, Jan 2006 – Jul 2006***American Embassy Brussels, Belgium***State Department Diplomatic Security*

Provided armed security for Secretary of State, Condoleezza Rice, during her trip to Brussels, Belgium.

*Brussels, Belgium**Dec 2005***American Embassy Monrovia, Liberia***Marine Security Guard*

Provided armed security for all personnel working inside the embassy in a country that is rated critical for political crime and violence. Ensured the proper handling procedures for U.S. government classified material was being adhered to.

*Monrovia, Liberia**Aug 2004 – Jul 2005***Headquarters Squadron, Marine Aircraft Group 39***Legal Clerk*

Coordinated with many local and federal law enforcement agencies during investigations of individuals pending court-martial. Processed countless court martial packages. Ensured the smooth transition out of the Marine Corps for personnel who received Bad Conduct, Other Than Honorable and Dishonorable discharges.

*Camp Pendleton, CA, USA**Sep 2002 - Apr 2004*

A W A R D S

Marine Corps Good Conduct Medal

Marine Security Guard Ribbon

Navy and Marine Corps Overseas Service Ribbon (Two awards)

Global War on Terrorism Service Medal

National Defense Service Medal

Navy Unit Commendation

Meritorious Unit Commendation (Three Awards)

Marine Corps Letter of Appreciation (Four awards)

Marine Corps Meritorious Mast (Two awards)

Marine Corps Certificate of Appreciation (Four awards)

Marine Corps Certificate of Commendation

U.S. State Department Meritorious Honor Award

SPECIALTY COURSES

U.S. Marine Corps recruit basic training
U.S. Marine Corps combat training
U.S. Marine Corps hostage detention survival course
U.S. Marine Corps peacetime hostage detention survival course
U.S. Marine Corps martial arts program grey belt certified
U.S. Marine Corps rifle qualification, Expert
U.S. Marine Corps pistol qualification, Sharpshooter

ADDITIONAL MERITS:

Studying Spanish at an advanced level.
Literate in many Windows applications.
Possessed a top secret security clearance while in the U.S. Marine Corps