

Albert J. Valez

212 Vermont Street, Buffalo, New York 14213
716-555-1234 / ajvalez@aol.com

Objective	Bilingual caseworker in a community services agency
Education	State University of New York College at Buffalo Bachelor of Arts in Spanish Language and Literature, May 20XX GPA: 3.4/4.0 University of Salamanca, Spain Programa de Estudios Hispánicos, Fall 20XX
Skills	Fluent in Spanish, English, and Portuguese Proficient in Microsoft Word and Excel, Internet, and E-mail
Related Experience	West Side Community Center, Buffalo, New York Instructor/Tutor, October 20XX – present <ul style="list-style-type: none">• Teach weekly classes in conversational English to youth and adults.• Provide tutoring to individuals preparing for GED and US citizenship examinations.• Interpret and translate as needed for clients. Vive La Casa, Buffalo, New York Volunteer, January 20XX – present <ul style="list-style-type: none">• Translate documents for Spanish and Portuguese speaking refugees.• Provide advocacy for clients seeking social services. US Immigration and Naturalization Service (INS), Buffalo, New York Intern, Spring 20XX <ul style="list-style-type: none">• Interpreted instructions and translated INS forms and paperwork.• Responded to telephone inquiries in Spanish and Portuguese.• Ensured that all necessary documentation was complete before applications were processed.
Work Experience	Delta Sonic, Buffalo, New York Cashier, June 20XX-December 20XX
Extracurricular Activities	Caribbean Student Organization Treasurer, September 20XX – present Spanish Club Member, January 20XX – present <ul style="list-style-type: none">• Organized a cultural heritage trip to Mexico for 12 club members.
References	Available upon request