

Jessica R.
New York, NY

Category: Human Resources
Relocate: Y
Bilingual: Y
Education: Master's
Major: Mental Health Counseling

Objective: To secure a position as a valued member of a Human Resources department that leverages my achievements, skills, energy, and talent for identifying superior job candidates.

Experience: Create and implement strategic business, cultural and knowledge initiatives that support attorney career development. Key areas of focus: performance assessment; compensation/benefits; productivity and work allocation; diversity; training; attorney relations; employment matters and firm global projects.

Minor: Career Development
School: College of New Rochelle

English Language Spoken: 3
English Language Written: 3
Spanish Language Spoken: 3
Spanish Language Written: 2

Franklin P.
Cumana City, Venezuela

Category: Telecommunications

Relocate: Y

Bilingual: Y

Education: Bachelor's

Major: Engineer

Experience: Over 12 years experience in telecommunications systems and related technologies. Development, analysis and deployment of Telecomm infrastructure to meet data, voice, networking and communication required by Venezuelan oil & gas production facilities.

Skills: Control and management of Engineering Contractors. Business Plan and Project portfolio for Venezuelan Oil & Gas Industry (PDVSA).

School: Univesidad de Oriente - Venezuela

English Language Spoken: 2

English Language Written: 3

Spanish Language Spoken: 3

Spanish Language Written: 3

Violeta R.
Fair Lawn, NJ

Category: Marketing

Relocate: N

Bilingual: Y

Education: Bachelor's

Major: Marketing

Objective: To find a professional job where I can apply my knowledge and my positive energy.

Experience: 20 years of experience as an executive assistant supporting high level executives.

Skills: IBM PC: Advanced MS® Word, Excel, PowerPoint, Access, Project, Outlook, Front Page, Acrobat, Visio, E-Mail (Gmail, Lotus Notes, Netcom, Mindspring, EarthLink). Web Browsers (Internet Explorer; Netscape). Basic knowledge of SPSS. Several systems used internally in different large corporations.

Honors: Dean List, Magna Cum Laude, GPA 3.76, Member, Beta Gama Sigma Nat'l Honor Society.

School: William Paterson University

Country: USA

English Language Spoken: 3

English Language Written: 2

Spanish Language Spoken: 3

Spanish Language Written: 3

Stefan S.
San Francisco, CA

Category: Sciences

Education: Master's

Major: Cell and Molecular Biology

Objective: Research Associate

Bilingual: Y

Skills: Molecular Biology - DNA isolation, RNA isolation, RNA interference (RNAi), [etc]
Biochemistry - ELISA assays, protein columns, protein gels, Western blots, antibody isolation,[etc]
Biology – human/mammalian cell tissue culture assays, mammalian cell transformation, [etc]
Computer – primer design, plasmid design, protein analysis and structure, DNA analysis, NCBI Databases, Wormbase, Neurospora crassa Database, Adobe Photoshop, Microsoft Office.

Experience: Biologist: Coral Research and Propagation, 2009 – 2010

Department of Biology, San Francisco State University, 2007-2009

Research Associate: Molecular mechanisms of male infertility, analyzing the genomic distribution of histone variants and the transcripts they regulate in *C. elegans*.

Department of Molecular, Cell and Developmental Biology, University of California at Santa Cruz, 2005-2007

Research Associate: Evaluating the role of a promising cancer/osteoporosis drug involved with the vacuolar ATPase in *N. crassa* [etc]

Honors:

- PREP Fellowship (NIH): 2007-2008
- MBRS/IMSD Fellowship (NIH): 2005-2007
- MARC Fellowship (NIH) – 2005
- CAMP Scholarship (NSF) – Summer 2006
- ABRCMS National Conference Travel Grant Recipient (NIH) – November 2006
- COSMOS UC Davis Student – Summer 2002

School: San Francisco State University

English Language Spoken: 3

English Language Written: 3

Spanish Language Spoken: 1

Spanish Language Written: 1

Maria B.
Rockville Centre, NY

Category: Admin

Relocate: N

Bilingual: Y: Fluent English Spanish and French

Education: Masters Degree

Major: Higher Education

Objective: I am interested in working in higher education, as an academic support mentor/advisor, first-year programming, or multicultural, diversity coordinator.

Experience: I am fully bilingual and have experience in cross cultural communication and conflict resolution.

Skills: MAC/ IBM PC: Advanced MS® Word, Excel, PowerPoint, Outlook, Acrobat,

School: University of Michigan, Ann Arbor, Harvard

Country: USA

English Language Spoken: 3

English Language Written: 3

Spanish Language Spoken: 3

Spanish Language Written: 3

Mehalet W.
Alexandria, VA

Category: Administration
Relocate: Y
Bilingual: N
Language: English
Education: Bachelor's
Major: Health System Management
Objective: Customer Service

Skills:

- Involved in all phases of setting up customer care
- Proficient with office equipment and computers
- Good communication and written skills
- Proficient in MS Word, Excel, Outlook, PowerPoint and Windows.
- Typing, Filing, 10-Key calculator, 45 WPM, Copier and Scanner.

Experience: Concierge, Cardinal Management
Group, Alexandria, VA 4/2007 - Present

- Meet with prospective tenants to explain terms, and provide information about local areas.
- Answer phones, direct calls, and take messages.
- Open, sort, and route mail, answer correspondence, and prepare outgoing mail.

Intern, Lincolnia Senior Residence Community,
Alexandria, VA 2/2010 – 5/2010

- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Develop and maintain computerized record management systems to store and process data such as personnel activities and information, and to produce reports.

School: George Mason University

English Language Spoken: 3

English Language Written: 3

Spanish Language Spoken: 1

Spanish Language Written: 1

Tatiana N.
Glastonbury , CT

Category: Computers (All Fields)
Relocate: N
Bilingual: Y
Language: English, Spanish
Education: Bachelor's
Major: Computer Information Systems

Experience: Applications Development-

- Design, develop, and test applications built in FoxPro, Visual FoxPro, and ACCESS.
- Maintain applications for a variety of clients in the financial, medical and engineering field.
- Design code and maintain new and existing data entry screens and reports.
- Train and assist users with new application system. Trouble shoots field problems.
- Extensively participate in a system conversion from NCR mainframe to IBM mainframe.
- Code, test and debug applications in COBOL language with DB2, CICS and OS/360.
- Participate in migration of systems: Convert applications from COBOL to NATURAL language with ADABAS data base; coding, testing and debugging programs applications.
- Integrate programs to build a system.
- Prepare written instructions for computer operators to use during run time.

Web-based Development-

- Design, development, and support a web-based application for a charitable organization.
- Update and support existing web pages, using HTML and CSS.

Skills: As a Foxpro, Visual Basic, and ACCESS database programmer, I have worked with all aspects of developing applications including specification development, coding, debugging, and writing documentation. I have also worked with COBOL and NATURAL programming languages in a mainframe environment. I find this type of work to be both stimulating as well as rewarding.

I am comfortable with fast-paced environment where deadlines are priority

Minor: Computer Programming

School: St. Mary's University

English Language Spoken: 3

English Language Written: 3

Spanish Language Spoken: 3

Spanish Language Written: 3

Carl P.
Bartlett, TN

Category: Law Political Science

Relocate: Y

Bilingual: Y

Language: English, Spanish, Portuguese

Education: Bachelor's

Major: Public Policy (Focus - Foreign Policy), Minor
in International Studies (Focus Areas- Spanish and
Economic Development in Latin America)

Gerald R. Ford School of Public Policy- University of
Michigan. Semester abroad in Barcelona, Spain.

Skills: Fluent in oral, written, and verbal Spanish;
conversational Portuguese; Microsoft Office Suite.

Experience: (See full resume for more detail)

University of Michigan, Ann Arbor, MI,

January 2011-April 2011

Research Assistant

- Partnered with a UM professor to transcribe remarks from a closed-door human rights conference
- Gained insight into the core concepts, norms, and methodologies of human rights research and advocacy

Council on Hemispheric Affairs (COHA), Washington,
DC, May 2010-August 2010

Research Associate (COHA is a nonprofit think tank
which works to encourage the formulation of
constructive U.S. policies toward Latin America.)

- Investigated and analyzed pertinent and complex issues
- Published press releases and other articles to be posted on COHA's website and distributed widely
- Managed COHA's biweekly publication by collecting, formatting, and editing articles to fit its unique template
- Designed a strategy to increase COHA's visibility through social media and professional networks

La Usina Asociación Civil, Buenos Aires, Argentina,
May 2009-August 2009

International Cooperation and Development Intern

- Conducted research and collaborated to create a funding plan that targeted international donors
- Contacted various international organizations and embassies to expand La Usina's network of contacts
- Advised my superiors as to which grants would be most appropriate given La Usina's needs
- Organized, translated, and reviewed grant applications to meet reviewer specifications

Global Intercultural Experience for Undergraduates

(GIEU), Ann Arbor, MI, November 2007-present

Reto Juvenil Internacional (through GIEU), San Jose and
Falconiana, Costa Rica, July 2008-August 2008

English Language Spoken: 3

English Language Written: 3

Spanish Language Spoken: 3

Spanish Language Written: 3

Rosa T.
Staten Island, NY

Category: Communications (All Media)

Relocate: Y

Bilingual: Y

Language: English, Spanish

Education: Bachelor's

Major: Public Communications

Objective: A position in media, communication or fashion field where my skills and experience can benefit the company and my professional development.

Skills: Computer Literate: Internet - Word –
Photostation

Experience: Photo Research / Editor - Retna Ltd.

Public Relations Officer - American Heart Association -
Puerto Rico Affiliate

School: University of Puerto Rico

English Language Spoken: 2

English Language Written: 2

Spanish Language Spoken: 3

Spanish Language Written: 3
