**Sandra A. Camargo**

**2028 N 21st ST Arlington, VA 22201 ~ (703) 577-4474 ~ Scamarg00@gmail.com**

**Education**

University of Richmond **Richmond, VA**

Teacher Licensure Program **Dec 2013**

Current GPA **4.0**

Virginia Commonwealth University **Richmond, VA**

Bachelor of Science in Urban and Regional Studies **May 2011**

Minor in Public Management

GPA **3.0**

**Relevant Coursework:** Teaching Multilevel Adult ESL Classes, Diverse Learners

**Languages**

* Fluent in English and Spanish

**Relevant Experience**

**For the Love of Children Tutoring Program (FLOC) Washington D.C.**

**Math Tutor 12/11- 06/12**

* Taught math foundations using different methods involving games and traditional teaching
* Tutored children from grades 1-4
* Helped students pass assessments

**Arlington Education and Employment Program (REEP) Arlington, VA**

**Instructor for Outreach ESL Classes 06/11- 06/12**

* Taught English to 15-20 senior citizens from 10 different nations
* Developed and executed lesson plans for a multilevel class
* Enhanced teaching skills by partaking in online course directed towards teaching a multilevel class

**The Bridge CDC (Community Development Corporation)**

AHAR English Language Program Richmond, VA

Co-Instructor-Volunteer 02/11-05/11

* Assisted Level 2 instructor by planning activities for every class
* Aided 10 Spanish speaking students with in class assignments
* Registered students for level placement

**Richmond Public Schools Richmond, VA**

**Volunteer Interpreter 11/10-04/11**

* Visited 3 high-needs schools and translated for over 20 parents

**Red Cross** **Arlington, VA**

**Youth volunteer 04/03-05/06**

* Participated in a variety of activities which included teaching health basics and emergency preparedness to children from different neighborhoods

Work/Other Experience

Piola Italian Pizzeria Arlington, VA

Server 07/11 – present

* Use multitasking abilities to manage various tables at a time
* Provide good customer service
* Set up restaurant for opening, do side work, and clean-up for closing

Baja Fresh Mexican Grill Arlington, VA

**Marketing/Catering manager/ Supervisor 05/06 -06/11**

* Served as liaison between owner and non-English speaking workers and customers
* Promoted delivery and catering service throughout the Clarendon-Ballston and Rosslyn corridor
* Initiated new avenues for promoting services (e.g. networking, CBRE Properties Newsletter, Washington Sports Club Gym Open Houses, Coupon distribution, fundraising)
* Used Photoshop to create franchise coupons
* Created portfolio to present to potential delivery/catering clients. Due to quality of work, portfolio was to be presented to corporate members
* Maintained customer files and mailing list
* Managed catering service by supervising and training employees

Richmond Hispanic Liaison Office Richmond, VA

Intern/ Volunteer 10/10 - 05/11

* Assisted 10-15 non-English speakers per week by filling out benefits forms; translating documents; and investigating solutions to their problems (ranging from contacting immigration services to housing authorities)
* Answered calls regarding inquiries about events; referred clients to appropriate offices; translated for other departments in the city via conference calls
* Compiled census data and creating excel documents with the requested information
* Prepared envelopes for mailing; Compiled informative documents for clients upon request
* Operated office machines; regularly faxed information to other offices and made copies of important events for clients
* Recorded all client visits and phone calls

**LIFT (previously, National Student Partnership) Washington D.C. Student Advocate 07/10 - 01/11**

* Translated documents for Spanish speaking clients
* Aided 3-4 clients per week in job search using online resources to find jobs and prepare resumes
* Prepared clients for phone calls and interviews with potential employers
* Assisted in benefit screening and other inquiries
* Investigated solutions for specific client needs (contacted schools, immigration services, etc.)
* Assisted clients with intake forms; entered client data into CORI system, which included visit summaries

Bowman Chiropractic Center Arlington, VA Receptionist 10/06 - 6/07

* Served as interpreter for doctor and non-English speaking patients
* Assisted patients with Intake forms
* Handled patient scheduling and payments; answered patient inquiries over the phone and in person
* Filed patient documents. Due to a fire incident, I was responsible for filing over thousands of files which I completed in less than a week
* Created a new filing system for special case patients
* Prepared envelopes containing insurance forms and client letters for mailing
* Performed simple therapies on patients

**Student Organizations**

 **VCU Urban Studies Student Association (USSA) Richmond, VA**

 **Co-founder/Secretary/Treasurer 01/11- 05/11**

* Communicated with Urban Studies instructors, students, and guest speakers
* Organized 3 events for Urban Studies Majors
* Used Photoshop to create flyers for events
* Visited classrooms to promote events and recruit students who are considered “undecided”
* Created the budget document which was presented to the student organization board which led to USSA being one of the highest funded organizations
* Held and recorded weekly board meetings and biweekly member meetings (approximately 15 members)
* Worked with board members to create website template and content; used social networking sites to alert students of events

 **02/11-05/11**