

**OBJECTIVE** To participate in the, Public Safety and Health Committee

**SUMMARY OF QUALIFICATIONS:**

- Prior experience managing staffing, benefits, & budgets for 100 plus employees.
- Supervised & trained up to 50 employees.
- Exceptional skills in analyzing, problem solving in social services & manufacturing setting as well as benefits administration.
- Coordinate OSHA Company wide training, compliance guidelines, affirmative action, & Stay in ordinance of the ADA.
- Bilingual in Spanish/English with translating experience.

**EDUCATION**

2013-In Process M.A. Clinical Mental Health Counseling (Cert: Trauma/AODA).

Mount Mary University, (Milwaukee, WI)

2011-May B.A. Community Leadership and Development (Minors: Psychology)

Alverno College, (Milwaukee, WI).

**RELATED WORK EXPERIENCE**

- 94-97 Stainless Foundry, Human Resources Assistant (100+ employees).
- 97-99 Independence First, Referral Specialist.
- 00-01 Gossen Corporation, Human Resources Manager (100+ employees).
- 00-02 OIC-GM, Job Coordinator for Displaced Individuals.
- 03-05 16<sup>th</sup> Street Community Health Clinic, Referral Specialist/Coder.

**WORK EXPERIENCE**

Ravenswood Clinic (October, 2016) AODA Counselor

- Provide continuous education and support to clients with substance abuse issues.
- Provide group counseling, one-on-one counseling.
- Services provided with Justice Point, Impact, D.O.C, and Self-Interest.

Independence First (2005-Present) Personal Care Worker

- Provide continuous in home personal cares in order for consumer to remain independent.
- Cares consist of personal hygiene, meal prep, routine exercises, and reminder to take medications.

I.R.I.S. of Wisconsin (2011-present) Daily Support Assistant

- Provide daily living assisted functional support in order for consumer to remain in the community.
- Support can include sugar count, insulin monitoring, catheter changes, communications with all doctors, documenting and charting daily activities, financial budgets, maintaining medications, transportation, and always be ready for something new or change to happen.

**COMMUNITY SERVICE AND ACTIVITIES**

- Volunteer Domestic Abuse Counselor at Latina Resource Center (2015-Present).
- Volunteered at St. Vincent DePaul Meal program (off & on since 2015).
- Volunteered with LULAC providing Human Trafficking education to teens (off & on since 2015).