

NAME

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OBJECTIVE	A Challenging Position in a Human Services Agency	
EDUCATION	University of South Carolina <i>Master of Social Work</i> - Cumulative GPA: 3.76	8/2004 - 5/2006 Columbia, SC
	University of South Carolina/Catholic University of Minas Gerais <i>Bachelor of Arts in Interdisciplinary Studies with emphasis in Psychology & Sociology</i>	1998 - 2003 Columbia, SC
	American Hospitality Academy - www.americanhospitalityacademy.com <i>Supervisory Skill Builders</i> - Studied, worked, and resided with international students	2000 - 2001 Hilton Head, SC
	National Foundation of Industries of Minas Gerais - www.fiemg.com.br <i>Hospitality Manager</i> - Food, Beverage & Hotel Business	1997 - 1998 Belo Horizonte, Brazil
SKILLS	Case Management, Collaborative Manager, and Pragmatic Planner; Spanish and Portuguese; Microsoft Office, Web design, SPSS, Typing, Windows OS, Mac OS, PC hardware, QuickBooks, and Quicken	
RELEVANT EXPERIENCE	Bilingual Social Interpreter <i>Habla Project, USC Center for Child and Family Studies</i>	12/2005 - Present Columbia, SC
	<ul style="list-style-type: none"> ▪ Translate documents and provide telephone interpretation for DSS/DHEC workers and Spanish-speaking clients 	
	Graduate Assistant in Research and Evaluation <i>YouthNet Evaluation, South Carolina Department of Mental Health</i>	5/2005 - Present Columbia, SC
	<ul style="list-style-type: none"> ▪ Collect, enter, and analyze data from clients with behavioral and emotional issues; community research 	
	Night and Weekend Manager <i>Caring House, Palmetto Health Richland</i>	5/2005 - Present Columbia, SC
	<ul style="list-style-type: none"> ▪ Manage a 5-room hospitality house; provide emotional support to patients with cancer and their families 	
	Social Work Graduate Assistant <i>Inter-University Consortium for International Social Development</i>	8/2004 - 7/2005 Columbia, SC
	<ul style="list-style-type: none"> ▪ Wrote, translated and designed some content for www.iucisd.org/brazil2005/default.asp ▪ Assisted conference coordinator as an interpreter and executive personnel during the meetings 	
	Case Manager/Intern in Social Work <i>Hilton Head Regional Medical Center</i>	8/2004 - 4/2005 Hilton Head, SC
	<ul style="list-style-type: none"> ▪ Planned hospital discharge based on interview with patients, case history, and psychological tests. 	
	Summer Job Coach <i>Programs for Exceptional People</i>	6/2004 - 8/2004 Hilton Head, SC
	<ul style="list-style-type: none"> ▪ Coordinated recreational activities and job skills program for teenagers with special needs 	
	Intern in Mental Health <i>Island House</i>	1/2003 - 5/2003 Hilton Head, SC
	<ul style="list-style-type: none"> ▪ Assisted patients with Schizophrenia in meeting psychoeducational, interpersonal, and daily living skills 	
ADDITIONAL EXPERIENCE	Controller/Outlet Manager <i>A Catered Affair & The Boardwalk</i>	8/2000 - 2/2004 Hilton Head, SC
	<ul style="list-style-type: none"> ▪ Implemented controls that reduced direct costs in about 10% ▪ In charge of A/P, A/R, HR, Purchasing, Bookkeeping, and Management Information Systems 	
	Shift Manager <i>Solmucci Group</i>	8/1997- 11/1999 Belo Horizonte, Brazil
	<ul style="list-style-type: none"> ▪ Sales forecasting, Staff Scheduling, HR, Cash handling, and Management Information Systems 	
VOLUNTEER	Advocate for Victims of Sexual Abuse, Hope Cottage , Hilton Head, SC	8/2004 - 4/2005
	Assistant teacher of English as a second language, Volunteers of the Lowcountry , Hilton Head, SC	4/2001
TRAINING	Peer Educator, Office of Sexual Health and Violence Prevention Columbia, Columbia, SC	10/2005
	Poster presentation about Gay Marriage <i>14th international symposium of the IUCISD</i> , Recife, Brazil	7/2005
	Advocacy Services to Victims of Rape and Sexual Assault, <i>Hope Cottage</i> , Beaufort, SC	8/2004
	CPR and First Aid, <i>Department of Social Services of South Carolina</i> , Beaufort, SC	7/2004
	Lodging Safe Security Awareness; The Spirit of Hospitality, <i>Hotels & Motels Association</i> , Hilton Head, SC	12/2000
	Motivation & Self-Actualization; Learning Ethical Values; Cultural Differences, <i>Teachers' Center</i>	10 - 12/1999
	Sales Techniques, <i>UNA (University of Administration)</i> , Belo Horizonte, Brazil	5/1997 - 11/1997