

Martha Méndez

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OBJECTIVE

Employment using translation or interpretation between English and Spanish languages

EDUCATION

B. A. Spanish Language and Hispanic Cultures

Expected Graduation Spring 2019

California State University Monterey Bay, Seaside, CA

A. A. in Spanish

May 2017

Hartnell Community College, Salinas, Ca

SKILLS

- Fluent in Spanish and English
- Research School Projects and Presentations
 - Community Scan, Latin American cultures

EXPERIENCE

Folklore Dance Instructor, Gonzales Unified School District, Gonzales, Ca

May 2017

- Taught steps and created choreography for 6 high school students
- Assisted with the teaching of steps to 18 elementary students
- Prepared group for annual Migrant Program show

Catechist Volunteer Service, St. Theodore Catholic Church, Gonzales, Ca

9/2010 – 5/2017

- Teacher of 16 second graders for First Communion
- Instructor of 12 third graders – continuing religious education
- Educator of 22 high school students for Confirmation – 2 years

Teacher Aid Volunteer Service, Gonzales Unified School District, Gonzales, Ca

9/2006 – 5/2010

- Tutored 3 bilingual students in grades K – 3rd grades each school year
- Monitored 60 children in play yard
- Assisted teachers in administration and classroom duties

Founder and Volunteer Director, *Con México en la Sangre* Dance Group
Community of Gonzales City, Gonzales, Ca

2/2006 – 12/2011

- Managed group of 25 youths (K - 8th grade) and its finances
- Organized fundraising support with the Spanish-speaking parents
- Developed steps, choreography and arranged performances

Fiscal Clerk, County of Solano, Office of the Auditor-Controller, Fairfield, Ca

1/1987 – 7/1998

- Reconciled and paid Health Benefits for 3,000 employees
- Audited claims, journal entries, deposits and disbursed financial reports
- Translated for Spanish only clients and assisted the general public