

Alfredo Gonzalez

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EDUCATION Saint Mary's College of California, Moraga May 2012
B.A. Politics, Minor Economics
3.71 GPA Dean's List all semesters
Presidential Scholarship Recipient
100% of education financed through scholarships, grants and loans

Coursework: American Government, Micro/Macro Economic Theory and Principles, International Relations, Economic Development, Human Ecology Economy, Crisis of Modernity, Research Methods

INTERNSHIPS Congresswoman Ellen Tauscher Walnut Creek, CA 2011-Present

- Assist constituents on the phone, email and in person
- Oversee office mail and organization, ensure sufficient stock of office supplies is maintained
- Collaborate with District Director, caseworkers, field representatives and congressional aide on a wide range of District projects

NamesteDirect San Francisco, CA 2010-Present

- Contribute Spanish translations and Latin American news articles to the web page to support the mission of alleviating poverty in Guatemala
- Act as a liaison with other interns, founder of the organization and Director of the Fellowship Program regarding loans, mentoring, vocational training and education

Christian Service Internship Jarabacoa, Dominican Republic 2009

- Supported local orphanages to create and conduct a sports program; bonded with children

EXPERIENCE Computer and Technology Service, SMC Moraga, CA 2009-2010
Computer Service Representative

- Assisted clients with diverse, often complex computer problems
- Taught new student assistants proper techniques for email management, software installation, and general computer tasks

Healthy Planet Orinda, CA 2007-2008
Office Assistant

- Responsible for office tasks such as answering phones, typing, creating spreadsheets, filing, scheduling appointments, and credit transactions
- Managed database, orders and inventory control

West Telecommunications Rockford, IL 2005-2007
Assistant Supervisor

- Supervised a team of 15 customer service representatives
- Trained new employees on proper conduct and procedures
- Oversaw quality of team's work, provided personal help when quality was sub-standard
- Assumed Lead Supervisor's duties in her absence

SKILLS Microsoft Word, Excel, Access, Outlook, Mac Software, IQ
Bilingual English and Spanish; Fluent Portuguese

ACTIVITIES Founder and leader of campus political club, The SMC Progressives
Member of sub-committee for club coordination of Carnival 4 Kids for two years
Opinion writer for the school newspaper, *The Collegian*

High School: Student Body President, Member of Model United Nations
Campaign volunteer for local city council race, Soccer player two years