

# Isabell Vasquez

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2485 S.W. Picadett St. Portland, OR 97219 (503) 555-1234 isabellvasquez@comcast.net

- Human Services Specialist -

## Summary of Expertise

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### Assessment/Referrals

- Assisted with client evaluations to determine program eligibility and conducted program orientations
- Attentively listened to individuals' needs and made referrals for obtaining childcare, health-care, housing, employment, education, and financial assistance
- Monitored and reported client needs to case manager

### Advising/Training

- Aided clients with preparation of insurance, medical, rent, and financial assistance forms
- Explained and administered career assessments and helped students research career options
- Led campus tours and delivered classroom presentations on campus programs and services
- Facilitated classroom and community workshops using interactive social justice theater to address issues of oppression such as racism, sexism, classism, domestic and sexual violence

### Documentation

- Maintained accurate case records, including client interactions, case plans, and services
- Completed and submitted online forms and contacted clients regarding changes

### Cultural Competency/Computer Skills

- Ability to work non-judgmentally with people of diverse backgrounds and life experiences
- Bilingual (Spanish/English) and bi-culturally competent
- Computer Skills: Excel, Google Apps, PowerPoint, Publisher, Word

## Related Experience

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**Human Services Intern** - Oregon Dept. of Human Services, Portland, OR (Sept. 20XX to Mar. 20XX)

**Peer Advisor** - Career Exploration Center, Portland Community College (Sept. 20XX to June 20XX)

**Student Educator** - Illumination Project, Portland Community College (Sept. 20XX to June 20XX)

## Employment History

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**Teller** - Wells Fargo, Clackamas, OR (Aug. 20XX to present)

**Hostess** - Old Spaghetti Factory, Portland, OR (Mar. 20XX to Feb. 20XX)

## Education

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**Associate of Arts Oregon Transfer (focus in Psychology)** - Portland Community College, expected graduation 20XX. Will pursue Social Work degree at Portland State University

## Certificates/Affiliations

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Current First Aid/CPR certification, Food Handlers Card

Passed DHS criminal background check

National Organization for Human Services - Current student member