

ROSA D. LARA

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OBJECTIVE: Seeking a job opportunity within an organization that will allow me to expand and utilize my current knowledge, skills, and abilities.

PROFESSIONAL EXPERIENCE

ALLIANCE COMMUNITY SERVICES, Salt Lake City, UT

Office Manager/ Community Health Worker 9/2019- Present

- Navigate the community through available service programs.
- Collaborating Hispanic media (social media, TV, newspaper, magazines, and radio).
- Participating in Hispanic civic events and health fairs.
- Coordinate a budget for various projects, contracts and services.
- Compose and review all memorandum in correspondence for meetings minutes and annual reports.
- Report and run payroll for company and maintain accurate payroll record and payroll taxes.

COLUMBIA ELEMENTARY, West Jordan, UT

Family Learning Center Coordinator, Translator/Interpreter 8/11/18 – Present

- Promoting valuable education by increasing parenting skills, leadership and support for students.
- Administering classes for parents to obtain their GED, Computer Classes and ESL Classes.
- Organizing classes for parents to volunteer in service projects for teachers and the school.
- Translator/Interpreter is done for the purpose/s of translating under the direction of an assigned administrator, provide oral and written translation and interpretation of correspondence, forms, articles, technical manuals and other instructional and educational materials.

SCHOLAR ACADEMY, Tooele, UT

Teacher Assistant Spanish K-6, Literacy and Math 8/2016 – 6/2018

- Implementation of lesson plans provided by the Director and in accordance with the Utah State Office of Education's requirements.
- Reinforcing concepts introduced during the lesson plan, emphasizing relevance of course content while directing students to additional resources.
- Encouraging student's initiative and stimulating interest and enthusiasm.
- Counseling, evaluating and maintaining a clear and complete record.
- Assisting in pick-up and drop-off and /or in recess or lunch duty.
- Substituted for Secretary/office with clerical duties.

UTAH DEPARTMENT OF PUBLIC SAFETY, Tooele, UT

Driver License Division DI Examiner 3/2015 – 8/2016

- Conducts routine exams for driving examination for vehicle operator licenses, motorcycle licenses, and non-commercial licenses for compliances with state laws and regulations; receives and processes medical DOT cards for commercial licenses.
- Assist beginner drivers with exams when they have difficulties passing the written portion and making sure they understand the laws that apply to the roads before taking the driving exam.
- Conduct oral exam for beginner drivers when they have a special need or a language translation with an exam.
- Collects license fees for any suspension, DUI or any reinstatement fees.

HUNTER DOUGLAS Salt Lake City, UT

Customer Service Representative 11/2012- 3/2015

- Great knowledge on products, warranties and promotions to ensure great customer satisfaction.
- Answer questions for clients and internal sales representatives effectively by solving customer disputes via phone and email.
- Assist customers with placements of orders, refunds, or exchanges or setting up repairs.
- Following up with the manufacturing and production of the product.

EDUCATION

FULLERTON COLLEGE, Fullerton, CA - 1999-2001

Associate of Arts Degree, Business Administration

ACADEMY PACIFIC TRAVEL COLLEGE, Los Angeles, CA 1992-1993 Travel Management

SKILLS: Microsoft Office Suite, ADP Payroll, Bilingual (Read and Write Spanish).

Certificate: Bilingual Medical Interpreter, Utah Community Health Worker Core Skills Training