

Dora Estela Márquez

11320 Del Monte Ave. Castroville, Ca. 95012

◆831.210.48.28 Email: domarquez@csumb.edu

Objective: My goal is to graduate from CSUMB with a Spanish B.A. and start a position as a Spanish teacher at high school or middle school level.

Education

CSUMB-post graduate **Accepted to the Credential Program Single Subject Spanish**
CSUMB-under graduate **pursuing Spanish B.A. Literature and Culture emphasis**
100 Campus Center – Graduation expected in Spring 2017
Seaside, CA 93955 (831) 582-3000

Hartnell College

Graduated in December 2015

411 Central Ave
Salinas, CA 93901 (831) 755-6700

AA-T Spanish for Transfer

AA- Liberal Studies-Psychology emphasis

CSUMB- Honors and scholarships

- EOPS member Spring 2016 – present
- Dean's list - (4.0 GPA) Spring 2016 - present
- Aluminum scholarship Fall 2016

Hartnell College- Honors and scholarships

- EOP program member Fall 2014 – Fall 2015
- TRIO program member Fall 2014 r – Fall 2015
- President's honor roll Spring 2013, Fall 2013, Spring 2014,
Fall 2014, Spring 2015 & Fall 2015
- President recognition Spring 2015
on President's newsletter

Key Skills

- Bilingual Biliterate English/Spanish
- Responsible
- Self motivated
- Strong Planner
- Clerical skills
- Proficiency in Microsoft Office Programs
- Excellent leadership skills
- Works independently and exceeds expectations
- Able to juggle multiple priorities and meet tight deadlines without compromising quality
- Able to operate office machines (multi-line phone, photo copier, fax, scale etc.)

Volunteer activities

NMCUSD- North Monterey County High School

10/2016-12/2017

Service learning with the Spanish department

- Provide in class support
- Provide support for homework center
- Tutor to small group & one on one
- Assist with learning technologies to support learning

NMCUSD- Castroville Elementary School

09/2016-present

Service learning in a Dual Immersion first grade class

- Provide in class support
- Provide support during reading, math and writing activities
- Tutor to small group & one on one
- Practice reading with students (group or one on one)
- Assist with learning technologies to support learning

Professional Experience

NMCUSD- Castroville Elementary School

11/2011- present

Yard Duty Supervisor

- Supervise students in dining rooms and cafeteria lines to ensure appropriate behavior and safety.
- Supervise campus areas to encourage a positive interaction between students.
- Watch for and is alert to the entry upon campus of unauthorized persons or loiterers. Approach such persons to ascertain their business and direct them or report their presence to the administrator or other school personnel.
- Work with other school staff members to maintain communication with the students' parents in a manner that fosters cooperation and a positive impression of the school.
- Assist students who have become injured or are in need of medical attention.
- Perform other related duties as assigned.

Precision Orthopedics/Full Steam Staffing

11/02012 - 11/2015

Manager's Assistant

- Accounts payable for Precision, Spectrum, and ROCC
- Processed mail and fax requests
- Processed dictations
- Answered telephones
- Assisted Telephone coordinator (operator)

- Assisted Patient Relations Coordinators or Telephone coordinator (operator) in their absence

Precision Orthopedics/Full Steam Staffing
Patient Relations Coordinator

03/2011 - 07/2012

- Scheduled patient appointment
- Scheduled physician personal appointments
- Scheduled depositions and trials
- Delivered necessary documentation/information to billing department
- Documented all patients calls and all related calls regarding a patient in EMR system
- Picked up paperwork from physicians' outbox daily
- Prepared add-on chart after 3:00 p.m.
- Reviewed, complete, and deliver Physicians mail
- Translated as needed.
- Arranged referrals of patients to physicians in other areas
- Prepared necessary forms for physicians
- Reviewed physicians schedule and make necessary modifications (bumped list)
- Arranged translation/transportation services for work compensation patients

North Monterey County Unified School District
Migrant Education Program
Migrant Support Service Aide

02/2002 - 05/2004

- Recruited and identify migrant families.
- Answered the multi-line phone.
- Created files and database of migrant families.
- Organized and coordinate Migrant Parent Meetings.
- Assisted families with supplemental health and dental services
- Prepared and parent meetings, agendas and meeting minutes.
- Helped prepare budget reporting.
- Processed all supplies, books, and food orders.
- Created special report for supervisor.
- Coordinated multi-cultural activities.
- Involved in budget planning.
- Provided transportation to migrant parents without transportation to Doctor's or Dental visits.

North Monterey County Unified School District
Even Start Program
Parent Educator

8/2000 - 02/2002

Conduct home visits to 16 focus families.

- Provided parents with material and instruction to educate their children according to their age by creating a fun environment with reading opportunities, crafts, playtime, and problem solving.
- Provided prenatal information to expecting mothers to have a healthy pregnancy.
- Prepared 2-4 years old children for kindergarten.
- Worked closely with parents and children.

- Encouraged and helped parents to be involved in their children education.
- Helped prepare budget reporting.
- Submitted detailed student files.
- Prepared children with age appropriate activities and challenges according to emotional, physical and intellectual development.
- Prepared and conduct parent meetings, agendas and meeting minutes.
- Wonderful communication skills to speak to parents in objective manner.
- Created special reports for state audits.

North Monterey County Unified School District

Migrant Education Program

2/1997 - 8/2000

Migrant Support Service Aide

- Recruited and identified migrant families.
- Answered the multi-line phone.
- Created files and database of families enroll in Migrant Program.
- Organized and coordinate Migrant Parent Meetings.
- Assisted families with supplemental health and dental services
- Prepared and parent meetings, agendas and meeting minutes.
- Helped prepare budget reporting.
- Processed all supplies, books, and food orders.
- Created special report for supervisor.
- Coordinated multi-cultural activities.
- Involved in budget planning.
- Provided transportation to migrant parents without transportation to Doctor's or Dental visits.