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## Bilingual Coordinator Resume

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### Job Objective

To obtain a Bilingual Coordinator position that fully utilizes my experience and abilities.

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### Work Experience:

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Bilingual Coordinator, May 2004 – Present  
Garden City Group, San Antonio, TX

- Developed, implemented and monitored case plans with all clients.
- Ensured clients successfully navigated the social systems in order to get the services they are requesting and helped remove any barriers.
- Guided clients to make sure orders of protection are obtained and facilitated access to additional legal support when necessary.
- Networked with community agencies, assessed available services appropriate to client needs.

Bilingual Coordinator, March 2002 – April 2004  
Sourcepoint Staffing, San Antonio, TX

- Translated documents from Spanish to English as well as from English to Spanish.
  - Provided accurate information about the organization and its services.
  - Managed telephone system during business hours by checking main voice mailbox and forwarded messages.
  - Assisted new clients with intake forms and input information into the ILS database.
  - Distributed all outgoing and incoming mail and faxes, updated Postage Log spread sheet and personal mail payments.
  - Managed, resolved and ordered repairs and services for all office equipment to ensure efficient operations.
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### Summary of Qualifications:

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- In-depth knowledge of strategies and materials for the education of bilingual students
  - Experience in bilingual, elementary teaching
  - Fluency in Spanish, English and French
  - Superior telephone and problem solving skills
  - Ability to interact effectively with a wide range of people
  - Excellent written and oral communication skills
  - Proficient with computer, MS Programs
  - Exceptional ability to organize information on community resources
  - Immense ability to work well independently and be self-motivated
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### Education:

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Associate Degree in Social Work, Merrimack College, Massachusetts, MA

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