

Yarileidy Leon Suarez

Objective

I am a bilingual and bicultural. I just graduated from CSUMB (California State University of Monterey Bay) with a Spanish B.A. with a minor in Human Communication B.A degree. I am a highly motivated communicator eager to gain more experience in translation and interpretation, the same in editing and proofreading documents in Spanish.

Technical Skills/Proficiencies

- Grammar and writing skill in both Spanish and English
- Well-developed ability to compile and analyze large data
- Service-oriented and customer focused
- Bicultural
- Bilingual
- Active listener and consultation
- Group management
- Knowledge of technology

Experience

November/2011-Feb/2012	Magnético App	Granada, Spain
•	Collaboration in the translation of the official dossier of the web design	
•	Assist as Interpreter between the web developers in financial institutions and foreign funding companies	
Aug/ 2009-Jun/2010	Tutoring Center, Cabrillo Community College	Aptos, CA
•	Mentor Tutor	
•	Advise students with lower academic sufficiency	
•	Advise students with adapting to college life and social activities	
•	Create network for students to ease the transition between High School to College	
Aug/2008-Jun/2009	EOP, Cabrillo Community College	Aptos, CA
•	Spanish Tutor	
•	Assist students of all Spanish levels, 1-3, grammar and oral communication skills.	
•	Proofreading essays	
•	Cultural awareness of Hispanic communities, in Latin American and Spain	
Jun/2006-April/2007	Cavanaugh Color	Watsonville, CA
•	Office Assistant	
•	Filling documents	
•	Customer Service	
•	Gain strong abilities in the use of electrical equipment: Fax and printer/copy/scanner machines	

Education

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| <i>Cabrillo College</i> | <i>Aptos</i> | <i>Two years college 2007-2010</i> |
| <ul style="list-style-type: none"> • <i>General Education</i> • <i>Social Anthropology</i> • <i>Spanish 3 &4</i> • <i>Sociology General Topics</i> • <i>Tutoring Orientation</i> | | |
| <i>Cal State University Monterey Bay</i> | <i>Seaside</i> | <i>Fall/2010-May/ 2013- B.A. degree May/2013</i> |
| <ul style="list-style-type: none"> • <i>Spanish B.A. major</i> • <i>Human Communication B.A. minor</i> | | |
| <i>Service Learning at Marina High School</i> | <i>Marina</i> | <i>Spring2011</i> |
| <ul style="list-style-type: none"> • <i>Assisting ESL high school students</i> • <i>Improving learning skills in disadvantaged students</i> | | |
| <i>Centro de Lenguas Modernas (Center of Modern language)</i> | <i>Granada, Spain</i> | <i>2011-2012</i> |
| <ul style="list-style-type: none"> • <i>Hispanic Studies</i> • <i>Translation English- Spanish II: Specific documents</i> • <i>Superior Level of Spanish Grammar</i> • <i>Spanish Civilization and Culture</i> • <i>Spanish Phonetics and Phonology</i> | | |

Awards/Accomplishments

Graduate with Cum Laude Honors
Spanish Distinction
Study Abroad in Granada, Spain 2011-2012
Gilman Scholarship(Spring 2011)
A full scholarship to support students wanting to study abroad for a full academic year in Granada, Spain
EOP Scholarship(Fall 2010)
Several recognitions as a successful student

Note: I am willing to present official reference documents if requested at the time of an interview