

Albert Alvarado
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Fluent bilingual individual with experience in customer service, bookkeeping, and document translation. Detail and mission oriented with organization and communication skills, which help me create and maintain good professional relationships. Currently a senior student at the University of Texas at Arlington pursuing a Bachelor's degree in Spanish Translation and Interpretation.

Experience:

Algin Construction, LLC, Arlington, Texas December 2015- Present
Brick Mason/Book Keeper

- Developed more efficient way to keep track of company spending and employee documents
- Demonstrated ability to perform various job roles such as book keeper, secretary, and brick mason to keep up company productivity
- Adaptable and flexible to work with various construction managers with ease

United States Army - Texas Army National Guard December 2013 -Present
Infantryman - Machine Gunner

- Graduated basic combat training and Infantry school
- Excelled in tasks and drills resulting in nomination for Best Warrior Competition
- Excelled in physical training resulting in nomination for Air Assault school

Proyecto Inmigrante Inc. February 2017
Service Learning

- Served as a document translator and helped the process of various immigration cases
- Managed to work in a fast-paced setting with deadlines and a variety of legal documents
- Excelled in all translation tasks resulting in class credit and Certificate of Appreciation

The Home Depot, Mansfield, Texas November 2013 -February 2016
Lumber Sales Associate

- Recipient of various Homer Awards for providing customers with excellent bilingual assistance
- Certified forklift driver resulting in increased proficiency when loading customer's merchandise
- Demonstrated organizational skills resulting in clean work area and providing customers with easy access to merchandise
- Managed to perform multiple job roles to increase customer productivity

Education/Certifications

University of Texas at Arlington Fall 2013 – Present
BA – Translation & Interpreting, Spanish/ Mexican-American Studies Graduation December 2017
Certificate – Interpreting, Spanish <> English December 2016
Certificate – Translation, Spanish <> English May 2017