

## Beth A. Benjamin-Alvarado

3721 S. 25<sup>th</sup> Street  
Omaha, NE 68107  
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### Work Experience

Omaha Public Schools, Head Start Program (Jan 2009 - present)  
2906 N 30<sup>th</sup> St  
Omaha, NE

#### Bi-lingual Family Support worker

- Responsible for working with approximately 50 Head Start families, the majority of whom are Spanish speaking
- Meet with families to help identify strengths, develop goals and provide information regarding community resources available to them
- Participate in Head Start recruitment in the community

Nebraska Department of Health and Human Services (12/2000 - 1/2009)  
1215 S. 42<sup>nd</sup> St.  
Omaha, NE 68105

#### Bilingual Social Services Worker

- Processed food stamps, ADC checks, Medicaid and child-care for the State of Nebraska
- Conducted interviews with Spanish speaking clients, Responsible for detailed file management

Concord Center (2007- present)  
Omaha, NE

#### State Certified Family Mediator

- Trained in the skills, strategies, and techniques for successful mediation in family disputes; instruction on the Nebraska court system and family law; child development; the effects of divorce and family violence; and resources available to families.

Nebraska Association of Farmworkers (10-11, 2000)  
Omaha, NE

#### Temporary Director of Adult Basic Education Program

- Tested and placed prospective adult ESL students.
- Taught basic, intermediate and advanced ESL classes
- Recorded statistics for grants administration

University of Georgia (9/1993 - 7/2000)

#### Administrative Secretary - Carl Vinson Institute of Government (8/99-7/00)

- Administrative assistant to professional staff and faculty of the Applied Research and Publications Division, and the editor of *State and Local Government Review*.

**Test Scorer - University of Georgia College of Education, Test Scoring and Reporting Services (10/98 - 5/99) Social Services Worker - bilingual**

- Scored 8<sup>th</sup> and 11<sup>th</sup> grade written exams for the State of Georgia

**International Admissions Counselor/Data Collection Specialist - University of Georgia Office of International Graduate Admissions (9/93-6/98)**

- Facilitated admissions process for international students applying to graduate school, including detailed analysis of foreign transcripts and collection of pertinent documents for student visas.
- Provided administrative, clerical and general office management support to the International Admissions Counselor, and graduate faculty. Position was subsequently reclassified to International Admissions Counselor upon my resignation.

Atlanta Committee for the Olympic Games 1996 - 7/96

**Volunteer Language Agent**

- Acted as Interpreter for Spanish speaking men's and women's volleyball teams and rhythmic gymnastics.
- Attended to Spanish speaking athletes, press, medical personnel and spectators.

Northwest YMCA - summer 1990

Minneapolis, MN

**Interim Aquatic Director**

- Supervise Aquatics programs and staffing: instruction, activities and camps.

Bemidji State University - 1988

Bemidji, MN

**Spanish Instructor**

- Taught first-year Spanish

**Freelance English Instructor - 9/84-6/88**

Alicante, Spain

- Taught English to individuals and corporate groups.

**Mediation Training**

Office of Dispute Resolution Mediator, 3 years  
Advanced Specialized Alternate Dispute Resolution (SADR)  
SADR Intake  
Basic SADR  
Domestic Violence  
Family Mediation  
Basic Mediation

**Additional Experience and Skills**

Fluent in Spanish, written and spoken  
Lived in Spain 1984-1988  
Live in Colombia, 1980

Have served as an interpreter for medical mission groups in Honduras  
Worked as a scrub nurse in the Dominican Republic with medical mission group  
Extensive international travel - Europe and Latin America  
Computer literate, word processing and electronic communications

## **Education**

Monterey Institute of International Studies  
Monterey, CA  
Dates attended: From 9/90 - 5/93  
M.A. - International Public Administration

Hamline University  
St, Paul. MN  
Dates attended: 9/77-5/81  
B.A. - Psychology