

# **Breashaey (Bree) Jackson**

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## **OBJECTIVE**

Crisis Support Internship at Walnut Avenue Women's Center

## **EDUCATION**

**Bachelor of Arts in Latin American & Latino Studies**, June 2016

University of California, Santa Cruz

**UC Education Abroad Program**, Sept. - Dec. 2015

National Autonomous University of Mexico

## **SKILLS SUMMARY**

### **Communication**

- Positively greeted clients upon arrival to local counseling center
- Answered inquiries in person and over the phone and relayed information to appropriate staff
- Translated personal information for patients from English to Spanish at counseling center
- Developed negotiation skills through daily contact with sellers in markets and vendors throughout Mexico

### **Leadership**

- Trained 8 new student volunteers at counseling center
- Assisted in brainstorming fundraising ideas for high school student government
- Demonstrated willingness to take risks through enrollment in Spanish speaking curriculum

### **Cultural Competency**

- Created a warm, safe, and inviting environment for diverse populations
- Ensured welcoming and confidential discussions on sensitive topics
- Enhanced global perspective through increased understanding of political, economic, and cultural issues faced by local populations

### **Administrative**

- Maintained confidential files and records at counseling center and tutoring program
- Assisted clinic manager with administrative tasks such as filing, faxing, copying
- Prioritized clerical tasks and completed projects according to deadlines
- Proficient in Microsoft Word, Excel, & PowerPoint; Adobe Photoshop; PC & Mac

## **VOLUNTEER EXPERIENCE**

**Front Desk Assistant Volunteer**, Hope Counseling Center, San Jose, CA, Summer 2014

**Tutoring Club Member**, La Puente High School, La Puente, CA, Summer 2013