

# Isabella Imprenta

## SAGE Scholar

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### Education:

University of California, Berkeley

Bachelor of Arts, Social Welfare and Portuguese

Expected Graduation: May 2010

### Skills and Accomplishments

#### Design, Problem Solving, Creativity and Leadership Skills

- Student lead organizer for “Focus The Nation” and “Immigrant Voices” Conferences
- Designed the “Student Assistant Office Procedures Handbook” for student training
- Organized immigrant rights and women’s issues events
- Managed childcare facility
- Improved 1<sup>st</sup> grade students Spanish and English vocabulary by developing a method to teach words and sentences in both languages

#### Budgeting and Finances

- Developed a general budget for the office events and activities
- Administered the institute’s strategic planning budget

#### Teamwork and Interpersonal Skills

- Provided excellent customer services to diverse clientele, while assisting six psychologists
- Facilitated meetings and provided trainings to new employees
- Took initiative to perform teamwork activities, such as, office retreats and outings
- Assisted high school students with homework and personal issues

#### Computer, Language and Writing skills

- Fluent in English and Spanish
- Excellent writing and communication skills

### Work History

Lead Student Organizer, Institute of Community and Civic Engagement, Cupertino, CA	Jun 07-Jul 08
Psychologists Assistant, Psychological Services, San Jose, CA	Jan 06-Jan 07
Childcare Center Manager, Sunshine Family Childcare, San Jose, CA	Jun 03-Jan 06

### Volunteer Work and Activities:

- Latina Coalition of Silicon Valley, San Jose, CA  
“Engaged Latina Leadership Activist Program” (ELLA) July 2008
- International Women’s Day Conference, Volunteer Coordinator March 2008
- Women’s Lives Beyond Borders Conference, Volunteer Coordinator March 2008
- Mexicali, Mexico Mission Trip, Team Leader 2006-2007
- Los Gatos Children’s Hospital, Translator 2006-2007

### Honors:

Institute of Community and Civic Engagement’s “Recognition for Outstanding Contributions” June 2008