

# Vicente Valdes-Bejarano

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## OBJECTIVE

- To obtain long-term employment, where I can share my knowledge, skills, talents and hardworking as well as my positive attitude.

## HIGHLIGHTS OF QUALIFICATIONS

- Excellent customer service and communications skills, trilingual in English, Spanish and Esperanto.
- Effective working independently or as cooperative team member an ability to work with diverse populations and locations
- 5 years of experience working in the Hospitality field providing high quality customer service as a real estate agent in Mexico
- Skilled in handling problem customers with patience and sensibility.
- Self-motivated, honest and dependable; extremely punctual and take directions well from supervisors.
- High energy leader (team player) who inspires others to excellence, strong leadership qualities, able to take charge and get things done. Creative, positive and hard working.

### Knowledge of

- |                  |             |               |               |
|------------------|-------------|---------------|---------------|
| • Microsoft Word | * Artboard  | * Audacity    | * Illustrator |
| • Excel          | * Photoshop | * Premier Pro | * Power Point |

## WORK EXPERIENCE

### **Mission Beach Café/American Kitchen, San Francisco, CA** Restaurant and Cafe

07/ 2013 to 10/2014

- One year and half of experience working on diferents duties /Dishwasher.

### **Reastaurant Mochica/Peruvian kitchen, San Francisco, CA** Restaurant and Cafe

11/ 2014 to 01/2015

- Experience working on diferents duties /Runner and bartender.

### **Mission Neighborhood Health Center, San Francisco, CA**

02/ 2014 to 06/2015

#### Community Health Worker/Counselor (Volunteer) at Latino Wellness Center

- One year of experience working in a community health clinic as a Community Health Worker/Counselor.
- Referring patients to different health services.
- Maintain updated client records with plans, notes, appropriate forms, or related information.
- Provide HIV Testing/Counseling Services as required by group participants.
- Co-facilitate initial risk reduction group and intensive workshops.

### **Mission Neighborhood Health Center, San Francisco, CA**

06/2015 to Present

#### Volunteer at Referral Department

- Referring patients to different health facilities according to their individual case at different health services.
- Make phone calls weekly to patients.
- Make phone call to SFGH and try to get an appointment for patients.
- Send weekly letter to patients letting they know about their appointments
- Follow up for patients that didn't show up to their appointments and ask them if they want to have a new Appointment or disclaim there appointment.
- Individually helping patients.

### **City Team International**

04/2015 to Present

#### Christian Community of San Francisco/Volunteer (part-time)

- Front desk and helping at internal program.

## EDUCATION:

### Universidad Nacional Autonoma de Mexico (UNAM), Mexico

Diploma in teaching foreign languages

### San Francisco State University / North American Summer Courses, International Language Esperanto

Diploma in teaching Esperanto language.

### William Pace University of North Carolina /

Diploma in high level of Esperanto language.