

KARINA SUAREZ-DARDEN

██████████ Aurora IL, 60505 Tel. ██████████

E-mail: ██████████

Objectives

Obtain a position, in which my knowledge, experience and willingness to learn, can help the Aurora Hispanic Heritage Advisory Board to connect the entire community.

Highlights of Qualifications

- Hands-on experience in coordinating parent workshops, health fairs, community events
- Immense experience of communicating with families/patients with multicultural backgrounds
- Exceptional knowledge of managing community resources
- Ability to maintain composure in stressful times
- Ability to conduct Adult ESL Classes and Spanish Classes for parents
- Familiar with Aurora population and their needs

Computer Skills

- Experience in Microsoft Word, Publisher and PowerPoint
 - Developing knowledge in Microsoft Excel
- Experience in I Visions, Infinite Campus, Parent Portal and Centricity
- Comfortable in Windows and Internet environments
- Ability to learn new computer software and applications quickly

Communication and Interpersonal Skills

- Fluent in Spanish both verbal and written
- Enjoy working with details and completing assignments accurately and on time
- Interact well with people and enjoy meeting new people

Other Skill Highlights

- Organized, reliable, team player, great listener, problem solver, efficient multi-tasker, flexible and adapt easily

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Education

- **2018-Now St. Augustine College**-Major: Psychology
 - Incomplete-Currently pursuing at SAC
- **2015-2017 Waubensee Community College**
- **2000-2001 East Aurora High School**-High School Diploma

Certifications

- 2016-Parent Café Certified
- 2016-Driving on the driver's seat certified
- 2017-Positive Discipline Certified
- 2017-Abriendo Puertas Certified
- 2018-Adult Mental Health First Aid

Employment

07/2018-Current

VNA Health Care

Community Health Worker

I plan and execute the community's marketing, outreach new patients through developing meaningful personal relationships with people in the community. I identify and nurture lead sources, including businesses with large volume of minimum wage workers, food pantries, pre-schools, head starts, public schools, community social services agencies, health fairs, women's clubs, homeless shelters, community colleges, senior day care centers, veterans groups, and substance and alcohol groups.

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12/07/2018-12/20/2019

St. Augustine College

Admissions Counselor

Typical Admissions Counselor job duties include **helping candidates with admission documents**, promoting school through outreach programs, helping students choose the right courses, making sure students meet application deadlines, offering information about financial aids, and attracting promising candidates.

01/2008-05/2018

Aurora East School District 131-O.C. Allen Elementary School

Parent Liaison

I have been charged with a variety of tasks: Coordinates different events representing Allen School. I have coordinated Stone Gates Mentors. I have expanded community and parent involvement with in the school. I have increased family participation in the Blessing in a Backpack Program, we started with 40 as of today we have 300. Support parents by conducting home visits with Assistant Principal and/or social worker. Conduct classes for parents.

08/2016-06/2018

21st Century/After School Program

I have been conducted District wide Parent Cafes, where parents can learn different parenting skills from other parents. Also, I have been assisted students by providing them help with homework and make sure that they learn from different providers that are part of the program.

08/2006-05/2007

Aurora East School District 131-Early Childhood Center

Preschool Teacher's Assistant

I assisted with the preparation of quarterly conferences with parents. I maintained subjective records on each student's educational development. I worked with the Classroom Teacher to develop weekly activity

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plans. I ensured that classroom areas were kept clean and free from hazards. I selected appropriate games and stories for the children.

08/2005-05/2006

West Aurora District 129-Todd Early Childhood Center

Preschool Teacher's Assistant

I participated in daily meetings with the Lead Teacher to discuss classroom plans. I kept and updated a detailed inventory of available classroom materials and supplies. I maintained written observations on classroom activities and student behaviors. I supervised students and immediately reported any issues to the Lead Teacher. I ensured that all required certifications were kept current. I participated in periodic meetings with parents.

Other Relevant Experience

08/2019-Current

Bilingual Parent Association Vice President (School District 131)

I assist the President as necessary; meet with the President, other Board members and committees to become familiar with the office the Bilingual Department and the interaction between the Parents Association and the schools; I preside at Board meetings in the absence of the President.

07/2016-Current

United Neighbors Neighborhood Group

Chair

I conduct meetings once a month with our 3rd Ward Alderman, Aurora Police Department, Neighborhood Group department and neighbors. As a group, we had participated in the National Night Out last year and recently we cleaned the Serenity Garden by Union and Fifth Ave.

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05/2012-10/2015

Sacred Heart Church Financial Committee

I was responsible for counting all the collections from the weekly masses and any other income for the church. Maintain accurate and detailed records of the church's bank account.

References

Armando Rodriguez

Principal – Bardwell Elementary School
Aurora East School District 131

[REDACTED].

Aurora, IL 60505

[REDACTED]

[REDACTED]

Glenda Rosado

Executive Director of Elementary Teaching and Learning
Aurora East School District 131

[REDACTED]

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[REDACTED]

[REDACTED]

Arquimedes Vallejo

Pastor:Re. Msgr.
Sacred Heart Church

[REDACTED]

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[REDACTED]

Ted Mesiacos

3rd Ward Alderman

[REDACTED]

Aurora, IL 60507

[REDACTED]

[REDACTED]

Cheryl Maraffio

City of Aurora Community Coordinator

[REDACTED]

Aurora, IL 60507

[REDACTED]

[REDACTED]

Chrissie Howorth

Vice President of Philanthropy and Communications

VNA Health Care

[REDACTED].

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Elizabeth Cardenas

Academic Director

St. Augustine College

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