**Cindy Hernandez**

2325 E. Mesita Wichita, KS 67211 ● Mobile: 316.295.9727 ● Chernandez815@yahoo.com

***Experienced Bilingual professional with proven skills to produce successful results***

Objective

To obtain a career that will provide for personal and professional growth and development while fully utilizing my abilities and allowing me to gain insight, knowledge, and experience in a professional environment.

**PROFESSIONAL WORK EXPERIENCE**

**Social Work Graduate Trainee**

***Robert J. Dole VA Medical Center*,** Wichita, KS; August 2011- May 2012

* Provided services to veterans and their families in an outpatient social work setting as a part of an interdisciplinary team
* Conducted psychosocial assessments to identify strengths and areas of concern
* Provided and coordinated resources and referrals to community agencies
* Assisted veterans and their families in navigating the VA system and providing information regarding available VA resources
* Implemented an advance directive educational group for veterans
* Assisted in providing services through the Home Based Primary Care program to veterans in their homes; home visits conducted accordingly
* Provided services in Spanish to veterans and their families with identified language barriers

**Bilingual Advocate**

***Catholic Charities*,** Wichita, KS; October, 2009-Present

* Provide case management services in-house and outreach in a women’s domestic violence shelter setting
* Utilized referrals and supportive resources in order to assist clients in achieving self-sufficiency while maintaining self worth, dignity, and safety
* Primary bilingual liaison when providing resources to Spanish-speaking clients.
* Conduct client intakes, assessments, and provide assistance and referrals to crisis line callers

**Financial Aid Advisor**

G***arden City Community College*,** Garden City, KS; October, 2008-July, 2009

* Assisted students and college employees through the entire financial aid process from inquiries to the disbursement of funds;
* Developed and maintained the GCCC loan default prevention program.
* Monitored Satisfactory Academic Progress in conjunction with awarding & verification
* Maintained current knowledge of federal, state, and institutional policies and procedures that pertain to financial assistance.
* Conducted community financial aid presentations to promote awareness and familiarity
* Assisted with student recruitment/retention;
* Key member of the Scholarship Committee, aided in the selection process for recipients of awards

**ESL Instructor**

G***arden City Community College*,** Garden City, KS; May, 2008-May, 2009

* Provided ESL instruction to adult students enrolled in a migrant family literacy program
* Administered standardized tests to students; daily lesson planning
* Worked as a team with other staff to identify student needs in order to maximize learning capabilities.

**Administrative Specialist**

 *State of Kansas Social and Rehabilitation Services*, Garden City, KS; February, 2006-October, 2008

* Interviewed reporters with concerns of adult/child abuse/neglect/exploitation
* Provided social workers with detailed reports in order for assessments to be made
* Provided clients with referrals to community resources
* Collaborated with law enforcement, physicians, social service agencies, and schools in order to serve clients more effectively
* Interpreted Spanish/English for social workers as needed to facilitate communication with families and clients

**Member Service Representative**

*Golden Plains Credit Union***,** Garden City, KS; March, 2005-Feburary, 2007

* Provided customer service and assisted members with transactions
* Created new savings and checking accounts
* Performed branch opening and closing duties including ATM replenishment and reconciliation

**Education**

**Master of Social Work**

*Wichita State University, Wichita, KS; May 2012* ***3.89 GPA***

*North Central Association of Colleges and Schools Accredited*

**Bachelor of Arts, Sociology**

**Life Issues Certificate**

*Fort Hays State University, Hays, KS; May 2009* ***3.40 GPA***

*North Central Association of Colleges and Schools Accredited*

**Associate of Science Degree**

*Garden City Community Garden City, KS; May 2006* **3.78 *GPA***

Skills

Bilingual- *Fluent in Spanish (written and verbal)*

Certified CASA Volunteer Advocate- Court Appointed Special Advocates.

Microsoft Office Proficiency- Word, Excel, PowerPoint.

General Office Proficiency- 65 wpm+ typing ability; 10-key calculator; multi-line phone system operation; fax machine, scanner, and copier operation, general database knowledge.

**References**

Available upon request