**Suresh Portillo**

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**Education**

**Northwestern College**

**Orange City, IA**

*Spanish-English Translation & Interpretation Modern Languages Candidate (Expected graduation August 2020)(Major GPA:2.96)*

* **Extracurricular Activities:** Summer of Service, International Club, Campus Ministry, Spring Service Partnership, Peer Mentor Program, Vacation Bible School Teacher

**Related experience**

**PROMISE COMMUNITY HEALTH CLINIC And Sioux Center health, Sioux Center, IA**

## Intern, July 2020

* Shadow medical interpreters at both a clinic and hospital setting, writing down observations and questions
* Translate documents needed from both places in a timely manner; documents ranging from simple medical history to documents involving food items for health coaches at the clinic
* Practice interpreting for hospital visits in physical therapy and regular check-up appointments
* Learn more about the role of a medical interpreter in a hospital and clinic setting

**Northwestern College, Orange City, IA**

## Ambassador, Aug 2017 – Spring 2020

* Give tours to prospective students and their families, giving any basic information as well as answering any questions or concerns regarding academics and student life
* Host prospective students overnight in dorm room, so as to offer an experience of dorm life
* Host prospective students and their family for lunch in the school cafeteria, giving a glimpse into dining on campus
* Speak on student life panels for groups of prospective students and families, answering any questions they have regarding the cumulative student experience and sharing my own story
* Assist with visits from Spanish-speaking families who require interpreting simply speaking their native language to feel comfortable while on campus

*Spanish Peer Tutor, Aug 2017 – Spring 2020*

* Tutor for a range Spanish courses like conversation courses, as well as literature and translation courses
* Learned to adapt tutoring methods to individual students and for various courses
* For courses I had taken myself, communicated any tips and strategies learned for my own grasping of course topics and concepts

**Local Community Schools, Sioux County, IA**

## Parent Teacher Conference Interpreter, Nov 2016 – Spring 2020

* Follow ethical codes that protect the confidentiality of information.
* Educate students, parents, staff, and teachers about the roles and functions of educational interpreters.
* Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors.
* Translate messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible.
* Help in the communication between school teachers and parents with limited English skills

**Other Professional Experience**

**Town Square Coffeehouse & Kitchen, Orange City, IA**

## Barista, Weekend Manager, Dec 2018 - Present

* Closing duties for the shop, including cleaning the shop, restocking, closing drawer and cleaning all the coffee makers, machines and dishes
* Mindful of the wellbeing and readiness of weekend part-time workers
* Work closely with the general manager, reporting any issues or complaints
* Interact with customers of various backgrounds (i.e. students, parents, travelers, families, etc.)
* Part of an atmosphere that promotes belonging and dignifies others

**Creative Dining (Campus Dining), Orange City, IA**

## Barista, Jan 2019 – Mar 2020

* Opening duties for the café
* Restocking café with needed items based on communication with closers
* Interact with students, staff and faculty, as well as community members
* Communicate with co-workers regarding any issues or needed restocking in-between shifts

**Holland plaza, Orange City, IA**

## Cashier, June 2018 – Feb 2019

* Opening duties for the movie theatre
* Restocking the front with concessions and other needed items for the front
* Interact with members of the community including high school and college students as well as families
* Communicate with co-workers regarding any issues or needed restocking in-between shifts
* Closing duties including cleaning of the theatres, concessions area and its machineries, updating marquee, etc.

**Pizza Ranch, Orange City, IA**

## Back of House, Sep 2018 – Mar 2019

* Focused on taking phone orders and ensuring all drive-through orders are correct and complete
* Helping other back-of-house workers by preparing and folding boxes, preparing skillets to be used for future orders and running any food items needed during a rush
* Filled-in during busy times with front-of-house work like making sure the salad bars were full and busing tables
* Communicate with co-workers regarding any issues or needed items with and for carry-out orders
* Closing duties including cleaning of the kitchen and dining areas

**Additional Skills**

* Bilingual and fluent in Spanish and English
* Knowledge of Word, Excel and PowerPoint
* Able to complete tasks individually as well as on a team
* Able to delegate tasks when leading a team
* Able to communicate well with others
* Able to learn quickly
* Able to adapt to slow and fast-paced work environments