**Alisa Warshay**

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**TRANSFERRABLE SKILLS**

* Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Outlook
* social networking sites
* Homesite , database management, Moodle, Vista and other course management systems
* working effectively with people from diverse cultural backgrounds
* data entry, filing and other administrative skills
* fundraising
* fluency in Spanish
* advanced Hebrew skills
* intermediate Portuguese
* program coordination and execution
* meeting preparation and direction
* strong interpersonal written and verbal communication skills

**INTERPRETING and TRANSLATING EXPERIENCE**

**Asian Services in Action, Inc., Fluent Language Solutions,** June 2009-present

**Asian Services in Action Inc.**, **Legal Aid Society of Cleveland,**

**US Together, International Services Center, Cross Thread Solutions**

*Freelance interpreter and translator*

Interpret for Spanish speaking clients at medical appointments, court hearings, school-related meetings, social services matters and worker’s compensation hearings. Translate documents including birth, wedding and death certificates, verification letters, inventory lists, sworn statements, Power Point on workers’ rights from Spanish to English and vice versa.

**EDUCATION & TRAINING**

**Supreme Court Language Services Program** various

Attended Ethics training, pre-written exam training sessions and other training workshops. Passed Written Exam for Court Interpreter Certification in May 2013.

**Bridging the Gap for Medical Interpreters** September 2012

Foundation course that prepares bilingual individuals to work as medical interpreters in hospital and clinic settings

**Kent State University**, *Masters in Translation*  May, 2012
 (Spanish<>English)

**John Carroll University**, *Masters in Education* May, 1998

**University of Michigan**, *B.A. in History* April, 1995
Spent junior year abroad in Seville, Spain.

**TEACHING EXPERIENCE**

 **Shaker Heights High School** August 2000-January 2014

*Spanish Teacher*

Served as chair of Pedagogy committee, International Culture Club advisor and coordinator of Mexican and Chilean Exchange programs. Provided leadership in all aspects of program from recruitment through evaluation. Initiated and facilitated “La Charla,” monthly social gatherings between students of Spanish and Spanish speakers. Wrote and received grants to offer Salsa Dance lessons, purchase Spanish language magazines for classroom use and additional funding for “La Charla.”

# Margaret Spellacy Middle School August 1999-June 2000

*Spanish teacher*

Taught first level Spanish to 7th and 8th grade students. Served on the School Improvement Plan and ICARE Arts in Education grant committees.

# Fuchs Bet Sefer Mizrachi August 1997-June 1998

*Spanish teacher & assistant Kindergarten teacher*

Assisted lead kindergarten teacher and substituted as the lead teacher in another kindergarten class for six weeks. Taught Second year Spanish to a class of high school students. Organized a trip to *El Barrio*, a Hispanic community center in Cleveland.

**Centro Ecuatoriano Norteamericano "Abraham Lincoln**" January 1996-June 1997 *English teacher*
Taught English levels one through nine to adults and teens at this bi-cultural center in Cuenca, Ecuador. Created new standardized tests for each level.

**PROFESSIONAL DEVELOPMENT**

**Fulbright-Hays Group Project** July 2010

***program participant***

One of 14 teachers from across the country selected to participate in a 4 week travel and study program in Brazil focused around the theme *Empowerment through the Arts*.

**Fulbright-Hays Summer Seminar Abroad** June 29-August 3, 2008

*program participant*

One of 16 teachers from across the country selected to participate in a 5 week seminar in México and Peru entitled *On the Footsteps of the Maya and Incan Peoples: The Indigenous Inheritance of Mexico and Peru.* Wrote and presented curriculum unit at 2010 American Council on Teaching of Foreign Language (ACTFL) conference.

**Fulbright-Hays Group Project** July 2001
*program participant*

One of 20 Spanish teachers selected through Cleveland State University to study for 4 weeks in Cuernavaca, Mexico.

**National Endowment for the Humanities** July-August, 1999

*program participant*

Selected for and participated in a 5 week summer institute at the University of Oregon entitled *Mexicans and Mexican Americans: Culture, Literature & Methodology.*

**COMMUNITY INVOLVEMENT**

**Interreligious Task Force on Central America** present

Assist with event planning and fundraising with this human and economic rights

and justice focused organization.

**Jewish Big Brother Big Sister Organization** November 2003-August 2009

*Big Buddy*

Met with Little twice a month, introducing her to a wide variety of cultures, activities, foods and greater Cleveland locations. Counseled her regarding academic and other matters. Awarded “Bellefaire Buddy of the Year Award” in 2006.

**OTHER WORK EXPERIENCE**

**Cartus Intercultural & Language Solutions** periodically

*Subject Matter Expert*

Develop and deliver a Power Point presentation for professionals and their spouses relocating to Cleveland from abroad. Topics include housing, shopping, recreation and leisure, childcare integration into American culture, building a social network, area attractions.

**Best Talk Canada** December 2011-July 2012

*Conversational English tutor*

Tutor Korean students in conversational English via Skype.

**Norrell Temporary Services, Office Team**, June 1995-December 1995 **Volt Employment Services** & February 2012-July 2012

Worked as an administrative assistant in a variety of locations performing office functions such as answering phones, faxing, word processing (80 WPM), data entry, providing insurance quotes.