

Vida Bonilla

Madrid Street, San Francisco, CA 94112

T: (415) ; bvida415@

Experience

Youth Educator

Lavender Youth and Recreation Center

February 2014-Present

- Acted as liaison amongst other mentors, youth and supervisors and provided translation when needed.
- Developed and lead curriculum for LGBTQ youth and allies in a workforce development program providing fundamental employment skills, leadership development, and social justice education.

Secretary

Richard Reinholdt and Steven Cresci Insurance

July 2013-Present

- Created, Amended, or Cancelled insurance policies for clients.
- Maintained client's files up to date through database record and hard copy file.
- Communicated with clients through email, mail or fax.

Office Assistant

Gateway High School Administration

July 2010-August 2010

- Assisted spanish speaking families with filling out essential documents meeting high school admission.
- Answered any questions parents, students or community members had through phone calls or in person.
- Fulfilled other staff needs.

Education

City College of San Francisco

August 2014-Present

- Latino/a Diaspora Course, University Read & Composition Course

Gateway High School, San Francisco, CA

- Advanced Placement Spanish and Literature Course

Graduated: May 2014

Skills

Proficient in Microsoft Word, PowerPoint and Excel. Fluent in English, Spanish and some background knowledge of Japanese and Portuguese (Brazilian).