

PERSONAL INFORMATION Sergio Robles

POSITION Teaching professional

WORK EXPERIENCE

10/06/2017–30/06/2017 Madrelingua Volunteer

Oratorio San Luigi, Cesano Maderno (Italy)

- Assisted Italian staff while facilitating English enrichment programming.
- Organized and facilitated activities and games for Italian children in English. Emphasis placed on educating Italian youth on diversity in America.
- Collaborated with the local Italian high school volunteers and supervised daily oratory operations, such as prayer, activity time, and off-site field trips.

06/2016–09/2016 Project Intern

Transformation Team, California State Parks, Sacramento, CA (United States)

- Researched industry best practices in organizational, programmatic, and individual performance management.
- Provided team with framework spreadsheet to assist in the development of new employee and departmental accountability systems by researching park general plans dating back to 1927.
- Developed current state analysis of parks department's performance management office through interviews with department leads.

05/2015–06/2016 Energy & Water Efficiency Intern

Riverside Public Utilities, Riverside, CA (United States)

- Provided applicant coordination, technical support and assistance in accrediting sustainable businesses through the City of Riverside's first Green Business Program.
- Completed Audubon International Sustainable Communities certification process for the City of Riverside. City received designation in June 2016.

10/2016–06/2018 Administrative Intern

Friends of the California Citrus Park (Non-Profit), Riverside, CA (United States)

- Coordinated annual donor letter drives. Generated over \$10,000.00 in donations to the non-profit.
- Recorded minutes at board and sub-committee meetings and prepared weekly documents for General Manager.
- Presided over operational projects, such as renovation of signage and landscape in and around park grounds.

EDUCATION AND TRAINING

25/09/2014–08/06/2018 Bachelor of Arts in Political Science

University of California, Riverside, Riverside, CA (United States)

American Politics, Politics of Western Europe, California Politics, Italian Studies

PERSONAL SKILLS

Mother tongue(s) English, Spanish

Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Italian	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Excellent communication skills gained through multiple jobs in service industry: Baker and Cashier, Guest Service Representative for performing arts venue, Project Intern for state-appointed research team.
- Experience communicating and teaching families by leading tour groups at California Citrus State Historic Park

Organisational / managerial skills

- Organizational experience gained by coordinating donation drives involving paperwork and processing for over 800 donors.

Job-related skills

- Skills in assessing and auditing gained by facilitating energy quality surveys on behalf of Riverside Public Utilities.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

Proficient in using Microsoft Office Suite (Word, PowerPoint, Excel); Able to work with both Windows and Mac OS operating systems