

**Alfredo Tejada**  
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**(305) 481-7551**  
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**OBJECTIVE:**

**Utilize my personal skills and professional training for advancement in the field of Human services. Diligent student well versed in both languages, English and Spanish and minor in Portuguese. Excellent written and verbal communication skills for all ages. Excellent customer service skills. Adaptable to all work environments. Possess a high level of understating, patience and empathy.**

**Skill:**

- **Leadership qualities, team player, and creative ideas.**
- **Ability to handle multiple tasks effectively**
- **Self-motivation and adaptability**
- **Trained Mentor**
- **Committed to continuously growth and learn**
- **Proficient in Microsoft Word, Excel, PowerPoint Presentation, Email and other Internet Applications**
- **First Aid/ CPR certified**
- **Bilingual English and Spanish**
- **CDL Licensed**
- **Able to deal with difficulty situations with professionalism**
- **Bartender Licensed**

**Education:**

<b>Northern Essex Community College, Lawrence MA</b>	<b>September-2016- 2019</b>
<b>Candidate for associate in Physical Therapy assistance</b>	
<b>Lawrence High School, Lawrence, MA</b>	
<b>High School Diploma</b>	<b>September 2012-2016</b>

## **Experience**

**Therapeutic Mentor, Children's family & friends services**  
**Lawrence, Ma**

**Aug 2019- Sept 2022**

- *Provide clients with services*
- *Supporting families in a variety of fields such as physiology, rehabilitation and social work*
- *Assists other workers such as social workers*
- *Help clients find benefits in community*

**Marietta Country club**  
**Kennesaw, GA**

**Jan 2020- Apr 2020**

- *Be a Mixologist while giving an excellence service to our members*
- *Be adaptable to work on different environments such as private events, wine testing, etc..*
- *Banquet duties*
- *Support the bar inside out and bartender*

**Bartender/Global Pours**  
**Georgia & Massachussetts**

**Jan2020- Dec 2021**

- *Register clients, book private events and direct my own business*
- *Engaging at client's houses; family events, only adults events, Birthday parties and celebrations*

*Paraprofessional, Emily G. Wetherbee School*

*arch 2018- Jun 2019*

*Lawrence, Ma*

- **Assist teachers in the classroom**
- **Supervise students**
- **Provide administrative support for teaching**
- **Being patience and professional at all times**

**Basketball Coach, Emily G. Wetherbee School**

*Lawrence, Ma*

**Season 2018-2019**

**Season 2019-2020**

- **Head Coach for the 7th & 8th Boy Basketball team**
- **Helping students developing their full potential**
- **Enhancing skills and acquiring new skills**

**YMCA, Lifeguard**

*Lawrence, Ma & Kennesaw GA*

**October 2016 –2021**

- **Maintain the safety of all swimmers**
- **Communicate and enforce all pool rules**
- **Supervise swimmers and call out warnings**
- **Mentor to young children of every age**

**Work History**

**Little Caesars, Lawrence, MA**

***Shift leader, cashier, and kitchen duties.***

**February, 2014-**

**March 2016**

**Potpourri Group Inc., Littleton, Ma**

***Leader of packing section, and picker***

**August 2016-**

**October 2016**

**Reference Available upon request**