

# Résumé

## Alice Lane

### Special Skills

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<b>20+ yrs Interpreting English - Spanish</b> Computer Literate Curriculum Planning Program Recruitment Purchasing Interagency Networking Goal Setting	Individualized Education Plans IBM Crisis Intervention Scheduling Record Keeping <b>Word; WordPerfect Excel</b>	<b>Over 10 years Supervisor Experience</b> Parent Counseling Consumer Advocacy Inventory Monthly Reports Expenditure Accounting Progress Monitoring
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### Work History

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5 Years	Mendocino County Office of Education <u>Bilingual Translator/Early Start Assistant</u> <b>Letters of recommendation from Spanish-speaking families</b> ; excellent employee reviews	Ukiah, CA
1 Year	Ukiah Valley Association for the Handicapped <u>Translator (Spanish/English)</u> Recommendations available	Ukiah, CA
11 Years	North Coast Opportunities-Head Start <u>Bilingual Family Support Specialist Bilingual Family</u> <b>Excellent attendance</b> , Consistently Good Reviews, Outstanding Team Player 1998, <b>Best Attended Workshop Instructor</b> , Implemented a system for record keeping.	Ukiah, CA
3 Years	Stepping Stone Preschool <b>Developed a multi-cultural, bilingual preschool curriculum.</b>	Ukiah, CA
2 Years	Ukiah Unified School District <u>Bilingual Teacher's Aid</u> <b>Letter of Recommendation.</b>	Ukiah, CA

### Education

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CDA	{Child Development Associate Degree} Council for Early Childhood Professional Recognition	Washington, DC
AA	Mendocino Community College Family Counseling & Early Childhood Education	Ukiah, CA
HS Grad	University of the Pacific GED	Stockton, CA

(707) 275-XXXX