

Alexander Silva

Work Experience

Mar-2023 **Education Assistant**
Present **Morrison Child and Family Services**
The education assistant (EA) role in the program consists of evaluating the student needs and assisting the youth to obtain their educational goals. Supports Morrison students by providing instructional assistance, helping with classroom management, and offering one-on-one support to students with diverse needs or school background.
Company Telephone: 503-258-4202
Address: 11035 NE Sandy Blvd. Portland, OR 97220

2017 - Present **Graphic Designer - Freelance**
www.alexandersilva.net

Nov-2021 **Food Service Assistant.**
Apr-2022 **Costco Wholesale.**
Assisting with member orders in a friendly, efficient, and accurate manner; serving food orders; preparing food to quality standards; maintaining cleanliness and sanitation standards.
Company Telephone: 503 644 7615
Address: 15901 SW Jenkins Rd, Aloha, OR 97006
Reason for leaving the company: Due to the COVID pandemic, USCIS had delays, so I was unable to show my work permit update on time. But at this moment, I already have the renewed one.

May -2021 **Sales Associate.**
Sep-2021 **The Home Depot.**
Provide customer service, including directing customers to products, answering questions about goods, or assisting in purchase decisions; also perform stocking, organizing, and cleaning duties at the request of the management team.
Company Telephone: 503-646-1525
Address: 13700 NW Science Park Dr, Portland, OR 97229
Reason for leaving the company: End of seasonal job.

May-2018 **Deli and kitchen Clerk**
Mar-2021 **Fairway Food Market**
Handling foods, delicatessen and providing customer service. Preparing/serving food (Sandwiches, Breakfast, Salad or beverages), slicing meats and cheeses; weigh, label, package and make products ready for billing and delivery; stock and organize displays and showcases; clean the work areas and maintain tools and equipment; taking inventory of products and talking with customers about the types of produce on display.
Company Telephone: 516-752-9407
Address: 1091 N. Broadway, North Massapequa, NY 11758
Reason for leaving the company: Relocation to OR.

Personal Info

Address
17730 NW Cornell Rd. Apt.5
Beaverton, Or, 97006

Phone
516-263-4587

Email
aesilvaxt@gmail.com

Skills

IT Experience (Computer hardware knowledge, computer software knowledge, software and hardware maintenance, Internet applications, Troubleshooting, Operating Systems.)
Graphics Design Software.
MS Word, Excel and PowerPoint.
Google Apps.
Social Media.
Wordpress

Languages

Spanish
Fluency: Native

English
Conversational
(Currently studying at the Beaverton Literacy Council – Oregon - USA)

Dec-2014	<i>Coordinator of Publications</i>
Dec-2016	<i>Distance Education System SEDLUZ</i>
	<i>University of Zulia. Venezuela</i>
	<i>Supervising the material produced to be published by various means, mainly web media. Reviewing the production of publications in various areas and the publicity promotion.</i>
	<i>Supervising the designs, diagrams, drafting and distribution of publications on the web (Portal, social networks and virtual classrooms).</i>
	<i>Assigning the graphic design work to the personnel in charge and the staff that supervises in faculties.</i>
	<i>Providing advice to teachers, students and employees for the development of designs on the web layout of printed and digital material.</i>
	<i>Teaching about computing and internet technologies applied in face-to-face and non-face-to-face learning and education environments to students, professors and university employees.</i>
	<i>Teach computers and creative arts as a volunteer, to children of teachers and employees during the summer vacation plan of the university.</i>
	<i>Company Telephone:</i> +58 (0261) 4124504
	<i>Address:</i> Principalship Office Building top floor at 16th Guajira Avenue with 67th Cecilio Acosta Street Maracaibo, Venezuela
	<i>Reason for leaving the company:</i> I moved out of the country.

Mar-2008	<i>Web Graphic Designer.</i>
Dec-2014	<i>Distance Education System SEDLUZ</i>
	<i>University of Zulia. Venezuela</i>
	<i>Designing and updating web content. Designing of web pages and multimedia content for all Virtual Classrooms of the distance education platform (MOODLE).</i>
	<i>Designing of institutional material of the Distance Education System of the University of Zulia. (SedLUZ)</i>
	<i>Instructor of graphic design programs and supporting professional development to all staff of instructional designers and interns of the graphic design department.</i>
	<i>Creating and developing Graphic identity, promotional printed material, academic and web page for Distance Education Conference organized by SedLUZ.</i>
	<i>Teaching computing and creative arts as a volunteer, to children of teachers and employees during the summer vacation plan of the university.</i>
	<i>IT Support and troubleshooting.</i>
	<i>Company Telephone:</i> +58 (0261) 4124504
	<i>Address:</i> Principalship Office Building top floor at 16th Guajira Avenue with 67th Cecilio Acosta Street Maracaibo, Venezuela
	<i>Reason for leaving the company:</i> I was promoted to a new position.

Nov-2001	<i>Marketing and Advertising Analyst.</i>
Nov-2005	<i>Centro Electrónico de Idiomas & Computación. Venezuela</i>
	<i>Planning and execution of projects marketing and advertising.</i>
	<i>Coordination of promotional activities and advertising (Guidelines in the middle, analysis and control of advertising investment). Planning and organization of special promotional events and public relations. Carrying out studies of mechanics.</i>
	<i>Design of commercial ads for press, billboards, brochures and advertising flyers. Realization of</i>

commercial for television. Design and edition of the internal publication "Nuestro Horizonte".
Development of multimedia presentations and Interactive CD.
Corporate sales executive. Participation in the development of the job manual for the marketing area.
Instructor of computer programs in practical classes of Windows, Office, Internet, Corel Draw, Adobe.
Web Pages Design.
Computing teacher in the "Creative Minds Program" for children from preschool to elementary.
Company Telephone: +58 (0261) 6141030
Address: Centro Electrónico de Idiomas Building Ground Floor 11th Avenue with 78th Street, Maracaibo Venezuela.
Reason for leaving the company: I left the company voluntarily to seek better opportunities.

May 1998	Computing Instructor & Lab. Assistant.
Nov 2001	Centro Electrónico de Idiomas & Computación. Venezuela <i>Instructor of computer programs in practical classes of Windows, Office, Internet, Corel Draw, Adobe.</i> <i>Web Pages Design and computers maintenance.</i> <i>Planning lessons and activities that facilitate students acquisition of basic and advanced computer skills.</i> <i>Instructing in a manner that develop students confidence in their abilities.</i> <i>Observing and managing classroom dynamics.</i> <i>Grading projects, quizzes, and examinations.</i> <i>Tracking and communicating student's advancement throughout the course.</i> <i>Perform software upgrades and hardware maintenance to the computer lab, IT Support and troubleshooting.</i> <i>Computing teacher in the "Creative Minds Program" for children from preschool to elementary school.</i> Company Telephone: +58 (0261) 6141030 Address: Centro Electrónico de Idiomas Building Ground Floor 11th Avenue with 78th Street, Maracaibo Venezuela. Reason for leaving the company: I was promoted to a new position

Education

2009 - 2012	BA - Major: Graphic Design Dr. Rafael B. Chacin University Zulia, Venezuela www.urbe.edu - urbe.university
1993 - 1996	Associate Degree in Marketing Dr. Rafael B. Chacin College Zulia, Venezuela www.cunibe.org