

Work Experience

Mar-2023 Present	Education Assistant Morrison Child and Family Services <i>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.</i> Company Telephone: 503-258-4202 Address: 11035 NE Sandy Blvd. Portland, OR 97220
2017 - Present	Graphic Designer - Freelance www.alexandersilva.net
Nov-2021 Apr-2022	Food Service Assistant. Costco Wholesale. <i>Assisting with member orders in a friendly, efficient, and accurate manner; serving food orders; preparing food to quality standards; maintaining cleanliness and sanitation standards.</i> 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 Sep-2021	Sales Associate. The Home Depot. <i>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.</i> 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 Mar-2021	Deli and kitchen Clerk Fairway Food Market <i>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.</i> 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	Coordinator of Publications
Dec-2016	Distance Education System SEDLUZ University of Zulia. Venezuela <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. 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> Company Telephone: +58 (0261) 4124504 Address: Principalship Office Building top floor at 16th Guajira Avenue with 67th Cecilio Acosta Street Maracaibo, Venezuela Reason for leaving the company: I moved out of the country.
Mar-2008	Web Graphic Designer.
Dec-2014	Distance Education System SEDLUZ University of Zulia. Venezuela <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> Company Telephone: +58 (0261) 4124504 Address: Principalship Office Building top floor at 16th Guajira Avenue with 67th Cecilio Acosta Street Maracaibo, Venezuela Reason for leaving the company: I was promoted to a new position.
Nov-2001	Marketing and Advertising Analyst.
Nov-2005	Centro Electrónico de Idiomas & Computación. Venezuela <i>Planning and execution of projects marketing and advertising. 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

Instructor of computer programs in practical classes of Windows, Office, Internet, Corel Draw, Adobe.
Web Pages Design and computers maintenance.
Planning lessons and activities that facilitate students acquisition of basic and advanced computer skills.
Instructing in a manner that develop students confidence in their abilities.
Observing and managing classroom dynamics.
Grading projects, quizzes, and examinations.
Tracking and communicating student's advancement throughout the course.
Perform software upgrades and hardware maintenance to the computer lab, IT Support and troubleshooting.
Computing teacher in the "Creative Minds Program" for children from preschool to elementary school.
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