

# Ana Varela

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## **WORK EXPERIENCE:**

### **Language Coordinator**

February 2021 - Current

- Education First Culture Exchange
  - Train, recruit, and manage Spanish translating employees across diverse departments
  - Translate and audit translated materials, organize data, materials, and resources

### **Bi-Lingual Customer Service**

September 2017 - February 2021

- Education First Culture Exchange
  - Traveler Support Customer service auditing accounts and helping students and parents with their questions over the phone about travel
  - Translate parent and student materials and website content from English to Spanish

### **Local Exchange Representative**

May 2017 - September 2019

- International Student Exchange
  - Find local host families to host international students arriving to study locally.
  - Connect to possible hosts via social media, community outreach, and collaborate with local school districts.

### **Paralegal**

November 2018 - September 2019

- Gault, Nye and Quintana
  - Develop office protocol, schedule appointments, hire and train new employees/ interns
  - Work directly with attorneys in proofing, drafting, and filing documents with courts

### **Lead Legal Assistant**

June - November 2018

- Refugee and Immigrant Education Center
  - Work directly with spanish and indigenous language speaking clients at Shelter
  - Input client data and personal accounts into E-Immigration, Caspio, and UCORD.

### **Youth Programs Coordinator**

May 2017- June 2018

- The Purple Door Women's Shelter
  - Develop and coordinate educational programs for in shelter youth and peer mentoring.
  - Direct service at risk population, direct community referrals, peer-to-peer counseling.

### **Youth For Understanding**

May 2013 - May 2017

- LAX International Airport
  - Work with remote headquarters to receive assignments, coordinate student pick-ups
  - Meet students during their layover in LAX, hotel check in, flight check-ins and rescheduling, gate transfers, etc.

## **EVENTS AND OUTREACH:**

### **Scare Monster**

- 13th floor Haunted House September 2019 – Current
  - Acting 3-10 hour shifts in costume scaring customers from a set standing hidden spot

### **Event Coordinator**

- Corpus Culture Fest founder September 2017 – March 2021
  - Create, plan, and coordinate Corpus Culture Fest to foster cultural community awareness, networking, and collaboration
  - Organize 25+ booths and 25+ performances at an upscale downtown venue.

### **Speaker, Co-Organizer**

June 17- 21, 2019

- Freelance Business Week Coastal Bend
  - Presented on leveraging local and online community to improve business revenue.
  - Coordinated venue spaces, speakers, and sponsors for first FBW in Corpus Christi.

### **People's Poetry Festival Planner/Social media**

February 28- March 2, 2019

- Second Annual PPF
  - Board member and Social Media Coordinator for planning committee
  - Presented collection of diverse pieces for the Women and History speakers panel

## **SKILLS:**

**Language:** Native Spanish speaker, Beginner proficiency in Portuguese and Chinese Mandarin

**Software:** Slack, Teams, Wrike, WordPress, Elementor, Google Suite, Office 365, Slack, E-file, E-immigration, Canva, Caspio, Legal-X, Phoenix

## **EDUCATION:**

### **California State University, Long Beach**

May 2017

Bachelor of Arts, International Relations, Emphasis: Latin America

Bachelor of Arts, Chinese Language and Culture

### **Universidad del Salvador, Buenos Aires Argentina, Study Abroad**

Spring, Fall 2014

### **National Taiwan Normal University, Taipei, Taiwan, Study Abroad**

Fall 2016