

Angel M. Negrete  
255 Tibbitt Circle  
Boaz, AL 35957  
(256) 505-1987  
[angelnegrete1331@gmail.com](mailto:angelnegrete1331@gmail.com)

Objective:

To find a fulfilling job in the bilingual field of Spanish/English or English/Spanish translation

Education:

1994 graduate of Boaz High School in Boaz Alabama

Snead State Community College  
AS degree date 7/16

Current Troy University  
Human Services BA Expected graduation date 12/18

Educational Awards:

2016 Phi Theta Kappa    National Honor Society  
2018 Phi Kappa Phi      International Honor Society  
2018 Pi Gamma Mu        International Honor Society in Social Science

Work History:

07/17 Current

Sharp Tax Service

Bilingual Customer service

Tax Preparer

Translate birth certificates, marriage certificates, File Immigration paperwork, Federal and State income taxes, IRS W-7, office filing, customer service answering and returning telephone calls, calls to the IRS, and State departments for taxes including sales tax and business licenses.

All Microsoft Office applications/ DRAKE/ Quickbooks

03/17 to 8/17

Marshall County Schools

Substitute Teacher

8/16 to 04/17

Vanguard Cleaning for TLC cleaning

Clean office buildings including dusting, restrooms, trash, and recycling

06/15 to 8/16

CSR for Titlemax of Alabama

841 US HWY 431

Boaz, AL 35957

(256) 840-0511

Duties

Bilingual in all areas

Customer Service in title loans, process payments, credit checks, appraisals, process loans, bank deposits, marketing, late list calls, courtesy calls, business to business relations, filing, multi line phones, fax, copier, e-mail, microsoft word, outlook, adobe, excell. General office skills.

11/13 to 4/15

Office Manager for Allie LLC.

10310 Hwy 168

Boaz, AL 35957

(256) 477-8292

Duties:

Bilingual customer service, answering phone, e-mail, sending and receiving faxes, inventory of all in store items at the A to Z Thrift Store (Boaz), store to home deliveries and pick up for the store. U-Haul reservations and on site rentals, and inventory of equipment. All work orders, customer service, and paperwork for A.S.A.P Fence company. Personal secretary to the owner Steve Tarvin.

8/10 to 11/13

Construction site interpreter Spanish/English

Cancinos Construction

214 Felix Drive

Albertville, AL 35950

(256) 960-4268

Duties:

Delegated work orders from contractor to the site crews from English to Spanish. Kept up with crews hours and payroll.

## References

Jennifer Morgan  
212 Tibbitt Circle  
Boaz, AL 35957  
(256) 706-4540

Paula Wright  
2609 Bethsaida Road  
Boaz, AL 35957  
(256) 558-1481

Amanda Turner  
800 Nixon Chapel Douglas rd  
Horton, AL 35980  
(205) 612-9832

Steve Tarvin  
Albertville, AL 35950  
(256) 477-8292