Jaime H. Gonzalez

1727 Rheem Avenue, Richmond, CA 94801 ♦ C: 415-574-8638 ♦ admin@jaimehgonz.com

 **Professional Summary**

Highly ambitious, jack-of-all-trades professional with a background in customer service, accounting, translation, interpreting, and public speaking.

 **Skills**

|  |  |
| --- | --- |
| * Strong command of accounting fundamentals
* Professionally bilingual - English/Spanish
* Experienced public speaker
 | * Self-motivated
* Attention to detail
* International work experience
 |

 **Work History**

Finance Manager, 08/2012 to 08/2014

Elsy's Restaurants, LLC – San Francisco, CA

* Researched topics and completed due diligence to resolve issues in a timely manner.
* Prepared weekly financial reports to monitor prime costs.
* Recommended menu items to be eliminated/introduced based on profitability and volume to increase daily sales by 25%.
* Conducted correspondence with various tax agencies to ensure compliance.

English Teacher, 08/2014 to 02/2017

Seoul Metropolitan Office of Education – Jongno-gu, Seoul

* Assisted in the development of multiple English language curricula for students ranging from elementary school to senior citizens.
* Helped students improve their English writing skills through online correspondence.
* Collaborated with co-teachers to provide an English immersion experience to English learners.
* Led interesting and diverse group activities to engage students in the material.

Head English Teacher - Best Friend English Program, 02/2017 to 08/2017

Seoul Metropolitan Office of Education – Jongno-gu, Seoul

* Led and coordinated the development of an English curriculum with a team of highly experienced teachers.
* Established an online database of said curriculum's lesson plans and materials for program teachers' easy access.
* Utilized multimedia strategies and technology to convey information in fresh and interesting ways.

Freelance Translator - Spanish/English, 01/2015 to Current

Self-Employed – San Francisco, CA

* Provide quotes and invoicing for clients in need of translation services.
* Specialize in financial documents, website and app localization, and subtitling.
* Maintain a high level of communication with clients to ensure satisfaction.

 **Education**

Bachelor of Arts: Business Economics/Accounting, 2009

University of California, Santa Barbara - Santa Barbara, CA

* Minored in History