

Gilda J. Rada – García
218 ½ Columbia Street, Shreveport, LA 71104
(908) 477-5903 gildaradaber@gmail.com

Reliable, friendly person with strong intercultural communication and relationship skills who enjoys being with people and helping them to feel welcome. Willing to try new things, very responsible, experience working with many types of people, mature attitude, and hard worker.

Skills:

▪**Computer literate:** Microsoft Office: Word, Excel, Access, PowerPoint, Publisher, Internet research; Google Docs, W. Media Maker, Facebook, Twitter, LinkedIn

▪**Languages:** fluent in English, Spanish, Italian and knowledge of French.

Professional Experience:

Immigration Advocate

Catholic Charities of North Louisiana (CCNLA)

Mar 2017 — present
Shreveport, LA, USA

- Translations and Interpretations for Hispanic clients.
- Customer Service
- Training in the different kind of cases that CCNLA handles (DACA, Naturalization, etc.)

Benefits Case Manager

Catholic Charities of North Louisiana (CCNLA)

Dec. 2013 — Mar 2017
Shreveport, LA, USA

- Assisted clients in completing new applications, simplified reports and redeterminations for SNAP (Supplemental Nutrition Assistance Program, formerly known as the Food Stamp Program) and other programs of assistance (FITAP, KCSP and CSE).
- Acted as a liaison with the Department of Children and Family Services in different inquiries presented by clients.
- Coordinated The Healthy Eating on a Budget program with the chef and other volunteers involved.
- Taught the nutrition piece in The Healthy Eating on a Budget cooking class.
- Provided Translation and Interpretation services for the Hispanic community.
- Used different media for outreach and as a public speaker to the Hispanic community.
- Coordinated and supported the volunteers who participated as leaders in the tours to the store.
- Participated in managing the community garden next to CCNLA offices.
- Acted as a liaison and coordinator of the volunteers who work in Gabriel's Closet Program at CCNLA.
- Participated in promotional activities to promote the services offer by CCNLA.

Journalist Collaborator / Freelance Journalist

Vita Latina Magazine

Sep. 2013 - present
Shreveport, LA, USA

- Wrote articles about issues of interest for the Hispanic community in the area.
- Interviewed people in order to write articles about them.

Journalist and Editorial Team Member

Cuidad Nueva Magazine

Aug 2008 — Dec 2012
Caracas, Venezuela

- Researched part of the content to be published in each issue. Performed interviews. Wrote articles.
- Supervised other content to meet quality standards and editorial line.
- Followed up on editorial production processes in order to maintain the established schedule.

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Education / Training:

April 3rd – May 28 th 2017	Catholic Legal Immigration Network Comprehensive Overview of Immigration Law	Online training
June 14th – July 5 th , 2017	Catholic Legal Immigration Network Case Management Techniques and Strategies	Online training
January 2014	Louisiana Department of Children and Family Services Costumer Portal for Community Partners Training	Online training
August 2013	State of Louisiana, Supreme Court Louisiana Court Interpreter Training Program Passed Written Translation Examination	Shreveport, LA, USA
November 2012	Union County College Industry - Business Institute Certification in Customer Service and Sales	Elizabeth, NJ, USA
	NRF Foundation National Professional Certification in Customer Service	
April 2010 – Jul 2011	Universidad Católica Andrés Bello Advanced Course in Journalism <i>-Evaluated for U.S.A.-</i>	Caracas, Venezuela
Jan 2005 — Oct 2009	Universidad Católica Cecilio Acosta Bachelor of Arts Degree in “Social Communications Major: Social Development” <i>-Evaluated for U.S.A.-</i>	Maracaibo, Venezuela
Oct 2004 – Dec 2004	Universidad Central de Venezuela Certificate of Announcer	Caracas, Venezuela
Oct 1998 – Aug 2002	New York University Continuing Education Course in the “International Affairs Program”	New York, NY, USA
Spring 2001	New York University Continuing Education Course in “English to Spanish: An Introduction to Translation”	New York, NY, USA Online course
Jan – Jul 1994	High Internationals Studies Society Diploma of High International Studies	Madrid, Spain
Sept 1987- Jul 1992	Universidad Central de Venezuela Bachelor of Arts Degree in International Studies <i>-Evaluated for U.S.A.-</i>	Caracas, Venezuela