

Luz Nieto Ochoa

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508 San Benito St. Salinas, CA 93905

HEALTH AND FAMILY SERVICES SPECIALIST

A driven Psychology graduate with a passion for improving community mental health and crossing barriers. Through academic and work experiences, I have developed strong skills in effective communication, experience with new technologies and equipment, and integrating appropriate substitutions. With a will to persevere and motivation to make a difference, I would be a great addition to this department.

KEY COMPETENCIES

Speak and write in Spanish	Convey complex ideas clearly	Multi-tasking
Basic Sign Language Knowledge	Patience	Quick Learner
Effective Communication	Organizational Skills	Team Collaboration

PROFESSIONAL EXPERIENCE

Central Coast Language and Learning Center Front Office Admin and Re-Eval Coordinator

Jan 2021 - Present

Ensure compliance with company policies, audit requirements, and confidential documents. Guide clinicians and clients around evolving company policies and new programs. Schedule appointments and maintaining affability and punctuality when requesting official documents, with clients, clinicians, and clinics alike. Provide weekly audits of client information and assist with meeting preparation. Translate professional documents from English to Spanish with accuracy

Part-Time Child Care Provider

Jan 2022 - Present

Provide daily care for a family with two children under 5, one infant and one preschooler. Plan age-appropriate activities that encourage achievement of developmental milestones. Use an AAC device to communicate with a non-speaking Autistic child. Model behaviors and skills in short and consistent steps in order to encourage repetition and long-term skill acquisition.

MLK Family Resource Center Beginner Computer Class and Beginner English Assistant

Dec 2016 - Jan 2017 and June 2017 - June 2017

Observe students to determine abilities, limitations, and other individual characteristics to evaluate work and guide students with adjustments. Use computers, audio-visual aids, and other equipment and materials to supplement presentations. Instruct students how to enter commands, use computer terminal, and activate controls on computer and peripheral tools to integrate and operate equipment

EDUCATION

San Jose State University

Major: Psychology

Relevant Coursework: Child Psychopathology, Psychology of Adolescence, Learning and Behavior, Cognition, Clinical Psychology, and Theory and Methods of Counseling