

# **Robin Buchalski**

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## **Professional Profile**

Highly motivated and results-oriented professional with exceptional leadership and communication skills. A strong communicator with a wide variety of intercultural and customer service oriented experience. Dedicated toward maintaining an atmosphere of mutual respect and open communication, while projecting a caring and diplomatic manner.

## **Education**

State University of New York College at Buffalo  
Bachelor of Science in Elementary Education August 2002

## **Certification**

New York State Certification in Elementary Education

## **Employment History**

### **Substitute Teacher 2002-present**

Stella Niagara Education Park, Youngstown NY  
North Tonawanda, NY Public Schools  
Lewiston/Porter, NY School System

Responsible for teaching and carrying out daily curriculum of a large variety of different age groups. Strong ability to adapt to unexpected situations and different learning styles.

### **Freelance Interpreter/Translator 1992-present**

International Institute, Buffalo NY (Fluent in Portuguese and Italian with a basic knowledge of Spanish and French)

Worked as an interpreter at the Canadian Consulate helping people obtain Visas for both provisional and permanent entry into Canada. Served as an interpreter for witnesses commissioned by the FBI to testify regarding illegal immigration into US. Worked on a variety of commissioned written translations.

### **Customer Assistant 1975-1980 and 1998-2000**

Jenss Dept. Store, Niagara Falls NY  
Kaufmanns Dept. Store, Cheektowaga NY

Attended customers and cash register. Processed credit card applications and was responsible for opening/closing of department and conducting post-holiday inventory.

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## **Secretary/Receptionist 1974-1975**

Truman Bros. Inc. Buffalo, NY

Duties included responsibility for accounts receivable and payable, payroll, attending customers, both in person and by telephone, filing, daily banking of large quantities of money and light book-keeping.

## **Counselor/Interpreter 1973-1974**

International Fellowship, Buffalo NY (Student Exchange Program)

Sole Interpreter and counselor for all incoming Portuguese speaking exchange students arriving from Brazil. Responsible for processing applications, follow-up, and maintaining records on same students while they remained in the US. Interpreted for both students and office personnel. Routinely counseled students and successfully dealt with problems during a variety of different and sometimes difficult situations.

## **Tour Guide/Interpreter 1970-1973**

Agencia STAR-American Express, Lisbon Portugal

Helped organize, plan and carry-out tours both in Lisbon and throughout Portugal.

Customer service, diplomacy, multitasking and strong communication skills required both oral and written.