

José Orozco
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Education Grinnell College, Grinnell, Iowa. Bachelor of Arts in English, May 2000.

Duke-in-the-Andes, La Paz, Bolivia (8/98-12/98). Lived with Bolivian family, studied Bolivian art, literature, culture and history and traveled throughout South America. All courses conducted in Spanish.

Experience Freelance journalist, Caracas, Venezuela (6/05-Present). Report on wide range of topics, including sports, religion, business, and politics. Articles have appeared in the Chicago Sun-Times, Baseball America, Hispanic Trends, Latinamerica Press, and Planet, among others. Have also worked as a fixer, including a period with the Atlantic Monthly. Additional freelance experience proofreading, editing, interpreting, and translating.

Reporter, The Daily Journal, Caracas, Venezuela (5/03-6/05). Report on general news items, including features and cover stories. Conduct interviews with local personalities, develop database of contacts, manage a weekly entertainment guide.

Language Teacher, Inlingua, Caracas, Venezuela. Taught English language classes to professionals in multinational companies, focusing on oral practice and production. Prepared lesson plans according to Inlingua method, which emphasizes facilitating student involvement. Taught students of various levels and cultural backgrounds, preparing classes according to individual needs (8/02 - 3/03).

Language Teacher, Centro Venezolano Americano (CVA), Caracas, Venezuela. Taught English language classes to persons of all ages, preparing lesson plans, developing activities and facilitating cultural exchanges (2/02 - 8/02).

Performing Arts Assistant, Mexican Fine Arts Center Museum (MFACM), Chicago, Illinois. Assisted in administration of Performing Arts department, including writing, editing and proofreading bilingual (English and Spanish) festival brochures; coordinated promotional strategies for performing arts festivals; managed festival accounts and correspondence. Facilitated production activities, including stage, lighting, sound and video support. Developed FileMaker Pro databases for Performing Arts archival documentation. Served as MFACM Performing Arts Committee member, contributing to programming decisions (1/01-12/01).

Leadership Trainer, Latino Leadership Project (LLP), Des Moines, Iowa (6/99-8/99). Verano Para Líderes youth leadership program. Created curriculum, conducted workshops, assessed activities and students, instructed on and supervised students' writing, library research and debate preparation.

Public Relations Intern, National Broadcasting Company (NBC), Chicago, Illinois (6/95-8/98). Organized community leader luncheons, wrote public service announcements and business letters, recorded video and audio materials. Also, assisted in scheduling camera operators and editors, performed data entry, served as liaison between departments.

Skills MS Word, MS Excel, WordPerfect, FileMaker Pro.

Languages Spanish (fluent).