

Paulette Rodriguez

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Objective

To obtain a position in a challenging and engaging environment where I can grow professionally, maximize various work skills to utilize in other aspects of life allowing me to achieve a higher degree of work efficiency.

Education

08/2009-05/2013 <i>High School Diploma</i>	Highland High School	Bakersfield, CA
08/2013 -Present <i>Major: Pre-Nursing</i>	Bakersfield College <i>- Degree in Progress</i>	Bakersfield, CA

Skills

- Touch Typist
- Computer Skills (MS Office [Word, Excel, Outlook, Publisher], Internet Explorer/Firefox/Safari/Chrome, department/company based programs)
- Faxing/scanning/printing
- Troubleshooting
- Public Speaking/Presentation
- Organizational

Work Experience

06/2013– Present <i>STARS Student</i>	Chevron <i>Motor Vehicle Safety Department</i>	Bakersfield, CA <i>Kern River Facility</i>
<ul style="list-style-type: none">-Handled general requests for information and data-Data entry duties depending on task-Took verbal and written messages and transmitted them to corresponding person-Interoffice mail usage-Administered profiles and permissions of drivers according to mentor's request-Event Planning-Performed basic clerk duties-Labeling and assigning		
09/2012-05/2013 <i>Teacher's Aide</i>	Highland High School <i>Scott Clare– Statistics Teacher</i>	Bakersfield, CA
<ul style="list-style-type: none">-Graded algebra homework, tests, and quizzes-Implemented changes in grading quickly and efficiently-Prepared folders of papers to turn in every morning-Scored tests for grade book scores-Kept homework and test scores confidential		
09/2010-05/2011 <i>Cafeteria Worker</i>	Highland High School <i>Highland Cafeteria</i>	Bakersfield, CA
<ul style="list-style-type: none">-In charge of Deli line or assigned food station-Interacted well on a daily basis with students-Served food-Clean up of my station and of other stations-Maintained a neat and tidy workstation-General customer service		