

Jennifer Lynn Rodriguez

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Career Objective

My career objective is to obtain a position in which my office skills and interpersonal skills can be utilized to benefit your company.

Education

2000-2001	Western Technology Center, Burns Flat, Oklahoma Networking/Computer Repair Computer Technology
1998-1999	Southwestern Oklahoma State University, Weatherford, Oklahoma General Education
1998	Hollis High School, Hollis, Oklahoma Diploma

Certifications

✦Accounts Payable Clerk	✦Core Business Skills
✦Accounts Receivable Clerk	✦End-User Support Specialist
✦Full Charge Bookkeeping	

Work Experience

September 1999 – Present	Mazzio's Pizza , Weatherford, OK ✦Wait Staff Supervisor – I answer phones, serve customers, handle customer complaints, train wait staff, and supervise.
June 1999 – August 1999	Express Personnel Services (Imation) , Clinton, OK ✦Assembly line production – computer drives
June 1998 – June 1999	Mazzio's Pizza , Weatherford, OK ✦Waitress – Answer phones, serve customers

Awards

- ✦Outstanding Attitude for the Year – Computer Technology
- ✦Outstanding Student for the 4th Quarter – Networking/Computer Repair

Office and Equipment Skills

✦Accounting	✦Peachtree Accounting
✦General Office Procedures	✦QuickBooks
✦Microsoft Office 2000	✦Ten-Key Adding Machine

Interpersonal Skills and Interests

✦Adapt well to different situations	✦Multitasking
✦Communication Skills	✦Work well with others
✦Excellent Organization	