

DR

DANTE RODRIGUEZ

SUMMARY

Flexible hard worker ready to learn and contribute to team success. Ambitious Engineering graduate keen to contribute boundless enthusiasm while expanding personal competencies. Dedicated to absorbing and leveraging new techniques and skills. Ready to positively impact all new and ongoing projects through diligent pursuit of exceptional final products.

SKILLS

- Microsoft Office
- Customer Service
- Verbal and Written Communication
- Active Listening
- Interpersonal skills
- Machine Design
- Classes in AutoCad, Solidworks, C++, & Python
- Public Speaking
- Leadership and management
- Problem solving and critical thinking

EXPERIENCE

HOUSING SPECIALIST

Apex Systems | The Bronx, NY | June 2021 - May 2022

- Worked on 3 different projects: **NY ERAP, NY LRAP, & SC ERAP**
- Communicated with housing managers and rental agencies on behalf of clients.
- Reviewed, processed, or denied tenant and landlord applications
- Maintained confidential patient documentation to prevent data compromise and comply with HIPAA regulations.
- Maintained thorough and accurate records outlining program operations and participant progress.

MAILROOM ASSISTANT

Magnetic Analysis Corporation | Elmsford, NY | October 2018 - October 2019

- Coordinated mail delivery services with carriers.
- Maintained adequate supply of shipping boxes, tape and labels.
- Performed basic cleaning and maintenance on equipment, troubleshooting and making adjustments when necessary.
- Inspected and weighed mail, affixing correct postage based upon type,

The Bronx, NY 10475

718-924-9782

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EDUCATION AND TRAINING

Coding Certification

Coding Bootcamp
Columbia University in The City of New York, New York, NY
Expected in November 2022

Bachelor of Science

Mechanical Engineering
SUNY Buffalo State, Buffalo, NY
May 2021

High School Diploma

Cardinal Hayes High School, The Bronx, NY
May 2015

Some College (No Degree)

Utica College, Utica, NY

weight and destination.

- Painting
- Wood Cutting
- Sorting and counting inventory
- Assisted in building a soundproof shed for one of the louder machines

ADMINISTRATIVE ASSISTANT

Coastal Ridge Real Estate | Buffalo, NY | March 2018 - May 2018

- Managed physical and digital files, monitored spreadsheets and updated reports to coordinate project materials.
- Developed administrative processes to achieve organizational objectives and improve office efficiency.
- Provided secretarial and office management support while building cooperative working relationships.
- Managed office duties, ordered materials, organized workspaces, answered emails and made phone calls.
- Delivered exceptional customer service through direct communication with clients and team members.

STOCK ASSOCIATE

Bath & Body Works | The Bronx, NY | June 2017 - August 2017

- Carried out duties within fast-paced retail environment, providing organized stocking methods and plans.
- Assisted customers with product, promotion and policy information.
- Organized storage of articles in bins, floor, shelves and assigned areas according to product categories.
- Maintained neat, safe and orderly workspace to prevent accidents and injuries.
- Lifted materials of varied weights on regular basis.

CASHIER

Kmart, Sears Holding | The Bronx, NY | December 2013 - May 2014

- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Accepted cash and credit card payments, issued receipts and provided change.
- Used suggestive selling techniques to promote add-on sales.
- Delivered high level of customer service to patrons using active listening and engagement skills.

CAMP COUNSELOR

SYEP | The Bronx, NY | June 2013 - August 2013

- Engaged children in arts and crafts, singing, sports activities, games and field trips while maintaining safe environment.
- Explained principles, techniques and safety requirements to activity

participants to prevent injury.

- Monitored for signs of physical and emotional distress and stopped activities to administer care when appropriate.
- Developed and implemented camp emergency procedures and communicated potential hazards to staff members and campers.
- Maintained tidy, clean and organized play and work areas.

ACCOMPLISHMENTS

- Vice President and Community Service Chair of Revolutionary Kyodrowe Chapter of Lambda Sigma Upsilon Latino Fraternity Inc. 2018 - 2020
- Helped design a Dual Oil Cooling System for the P400+ Compressor

WEBSITES, PORTFOLIOS, PROFILES

- www.linkedin.com/in/dante-rodriguez-46261216