

# Derick Vazquez

Guayama

derick.vazquez@upr.edu - 7876793187

## WORK EXPERIENCE

### **Data Entry Operator**

Head Start - Guayama, PR - August 2013 to May 2014

#### Responsibilities

Verifying and registering old and new applicants for financial aid for Tuberculosis into computer. (Data Entry)

#### Skills Used

Speedtyping, Coordination, Teamwork, Multi-tasking.

## EDUCATION

### **High School Diploma**

Fountain Christian Bilingual School

## SKILLS

Computer Skills (6 years), Quick Learner, Event Planning (2 years), Risk Management, Relationship Management, Relationship Building, Recruiting, Typing (6 years), Team Leadership (3 years), Contract Negotiation, Conflict Resolution

## AWARDS

### **High Honor**

May 2014

## GROUPS

### **Honor Society**

2014 to Present

### **Iglesia Fuente de Agua Viva**

May 2008 to Present

Methodist church

### **Raddikal Teens**

September 2009 to Present