

Jodie Ruiz

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Experience

R Directional Drilling - Human Resources (2016)

- Organized records and important documents
- Maintained and updated digital records
- Onboarded and offboarded employees
- Managed several accounts
- Created and maintained relationships with account representatives and vendors
- Entered payroll, certified payroll, and invoices

Education

Arizona State University - Barret the Honor's College - Current

- Pursuing two Bachelor's Degrees in Psychology and Applied Computer Science

Glendale Community College - Honor's - Associate of Arts in Psychology 2020

Certificates & Awards

- Glendale Community College
Student Recognition Award
2019
- Certificate course in Mental Health First Aid
- University of Arizona Full-Stack Web Development Certification
- CodeAcademy - certificate in HTML
- CodeAcademy - certificate in CSS
- CodeAcademy - certificate in JavaScript