Lisette Matute

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|  | 12418 Shannon Hills Dr. Houston, TX 77099 | 281-236-8461 | lisettematute@gmail.com |

Skills

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|  | * Fluent in English and Spanish * Proficient in Microsoft Office Programs * Strong organization skills * Courteous demeanor * Exceptional listener and communicator * Productive hard worker |

Experience

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| September 2015-January 2016  November 2014- June 2015 | Babysitter,  Moore-Johnson Family   * Cared for two children on a weekly basis * Helped complete homework and study for tests * Provided safe activities and environment for the children   Babysitter,  Schlanger Family   * Cared for two to three children on a weekly basis * Interacted with children * Provided safe and mind indulging activities for the children |
| December 2013- May 2014 | Office Assistant Intern, City of Houston Department of Neighborhoods   * Helped file papers in the office * Made contributions to the Department of Neighborhoods website * Tested and modified instructions directed to Education Initiative Department * Assisted in web developer’s meetings with the Department of Neighborhoods |
| June 2011- May 2013 | Volunteer, Notre Dame Catholic Church   * Helped file papers in the office * Registered students for Catechism of the Catholic Church * Assisted students and parents at church festivals * Fed the homeless at the Houston Food Bank |

Education

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| August 2016- Present  August 2013- Present | Working towards Bachelor’s Degree in Computer Science, *University of Houston*  Working towards Associate of Science Degree, Houston Community College |
| August 2009-June 2013 | High School Diploma, Westside High School |

References available upon request.