

Natalie Rodriguez

22 year old student ♦ Looking to refine my skills

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EXPERIENCE

Castro Law, Atlanta, GA— General Office Clerk

JUNE 2, 2021 - PRESENT

I handle correspondence, demands, and lawsuit files for personal injury attorneys by incorporating them into Filevine, a legal case management software. I also send settlement releases to insurance companies and other law offices in order to settle cases, in addition to mailing checks to providers. I am learning responsibility and attention to detail as I am handling incredibly important paperwork.

Hippo Hopp, Peachtree Corners, GA— Cashier and Party Hostess

JANUARY, 30 2020 - MARCH 7, 2020

I would assist clients in registering to enter the play facility and finding their party room while keeping an eye on the children and ensuring the facility stays clean. As a party hostess, I would set up a party room with the requested materials such as specific balloons, snacks, etc., while ensuring the guests had everything they needed while watching the young guests. This experience taught me about multitasking and patience as I would need to gather a variety of items in a limited time while also keeping eyes and ears out for whatever else was needed of me.

Newks Eatery, Peachtree Corners, GA— Cashier/Waitress/Expo

JANUARY 2019 - MAY 2019

I started off as a cashier/waitress, working the front of house, where I would take customers' orders and then bring out food to them. After they were done I would bus the table and bring the plates to the dish-pit. Because we were gaining new employees and I had more experience, I was moved to the kitchen and worked as an expo and sometimes assisted the cooks in preparing trays to send out, though I often still did some front of house responsibilities, like bringing out the food and bussing when we were busy. This was a test of endurance as I would persevere through to the end of the day to serve guests with a pleasant attitude and assist in closing the restaurant.

SKILLS

- ★ Customer Service
- ★ Organizational
- ★ Childcare
- ★ Bussing/Cleaning
- ★ Teamwork
- ★ Problem Resolution
- ★ Expo/Food Preparation

AWARDS

Most Improved Performer: I gained this from being in the 2018–2019 fall color guard in the Norcross High School Marching Band. I find this humbling as, even if I wasn't the best, my hard work and determination was obvious and I proved that I could achieve anything I set my mind to.

LANGUAGES

English and intermediate Spanish

EDUCATION

Georgia State University, Atlanta, GA — *Currently Majoring in Pre-Computer Science*

AUGUST 2021 - PRESENT

Although I am currently taking this Spring 2023 semester off from classes due to personal reasons, my first priority is college and I will be continuing in the summer. I'm not sure I'll stay with this major, but I plan to ensure that my studies will take the forefront, though it may affect my work hours.

Norcross High School, Norcross, GA — *High School Diploma*

AUGUST 2016 - MAY 2020

During high school, I was in an AVTF (audio, visual, technology, and film) class in which I learned to film and edit videos, including getting to do a live film of football games for the video board broadcasting the game for the audience. I was also in the color guard for the marching band in which I learned flag routines in a limited time and performed in front of a large audience and judges.