

NEREIDA RODRIGUEZ

MORRISVILLE, NC 27560 | C: (919) 802-1115 | neriarod5@outlook.com

EDUCATION

Associate in Applied Science, Business Administration | May 2018
Associate in Information Technology, Web Designer | May 2021
Associate in Information Technology, Web Developer | May 2021
Information Technology Certificate | Advanced Web Designer, 2021
Information Technology Certificate | Advanced Web Developer, 2021
Information Technology Certificate | Front End Developer, 2021
Business Core Certificate | International Business Certificate, 2018
Wake Technical Community College, Raleigh, NC

TECHNICAL SKILLS

Microsoft Office Suite: Word, Excel, PowerPoint, Outlook

Adobe: Photoshop, Premiere Pro, Dreamweaver, XD, After Effects, InDesign, Illustrator.

Web/Programming: HTML, HTML5, CSS, MySQL, PHP, JavaScript, Oracle, SQL*Plus, ASP.Net MVC, Node.JS, React, Vue, WordPress, Joomla.

Troubleshooting: Problem solving, Critical thinking skills, System knowledge, Analytical skills.

Project Management Skills: Task/Time management, Prioritization, Scheduling, Task separation, Detail oriented.

Extra: Knowledge of software and hardware, Point-of-Sales System, OfficeMate, Google.

EMPLOYMENT

❖ PRESTON OPTOMETRY CENTER Cary, North Carolina

Optometrist Technician

August 2017-Current

- Troubleshooted technology issues such as Wi-Fi connections between laptops, printers, scanners, and conducted software downloads and updates.
- Located insurance information for patients, informed patients of benefits, and billed insurance.
- Engage in pre-testing procedures for patient appointments, and handle prescription checks for accuracy within deadlines. Assure Doctor/Owner maintains on time.
- Assist in front-desk and phone support with high call volume, receive and arrange frames for display, and track inventory.
- Manage detailed lab work regarding prescription lenses and frame repairs.

❖ REGAL CINEMAS BRIER CREEK 14, Raleigh, North Carolina

Associate Manager

July 2016 – July 2017

- Troubleshooted technology issues within the theater from projectors to software updates and attended computer needs.
- Maintained established merchandising standards, including window, sales floor and promotional displays.
- Engaged in customer service, handling guest issues and complaints, providing information, and overseeing theatre operations.
- Strategically scheduled team members shifts to maintain optimal staffing levels at all times.
- Hired employees and completed necessary administrative paperwork.
- Managed invoices and properly handled inventory.

❖ REGAL CINEMAS CROSSROADS 20 & IMAX, Cary, North Carolina

Associate Manager

August 2015 – May 2016

- Promoted to Associate Manager and assisted with various areas including human resources and administrative support.
- Represented theatre by engaging customers with courtesy and professionalism.

❖ REGAL CINEMAS CROSSROADS 20 & IMAX, Cary, North Carolina

Floor Staff

April 2014 – August 2015

- Greeted and assisted customers with issues and complaints, sold tickets and concession items, and maintained cleanliness of theatres in between shows.