

Sandra R. Rodriguez

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Skill

Summary

I wish to obtain a position with an organization seeking a well organized individual who thrives in a fast paced-multi tasking environment while utilizing my other talents and assets to stimulate growth in areas of leadership, lifestyle, and career. Knowledge of MS Word, Power Point, Excel and fluent in English and Spanish. Excellent communication and strong relationship-building skills with clients

Experience

St. Leonard's House

2012 to 2013

- Counseling Intern
- Provided one-on-one counseling for clients
- Facilitate substance-abuse groups to prevent relapse
- Mentored and tutored clients
- Assisted clients with housing
- Case Assessments
- Client Interventions
- Process Intakes

Windy City Financial

1999 to Present

- Customer and steer financial transactions
- Processed customer account problems through investigation and problem-solving
- Input data into the computer system to maintain financial balance within the company
- Manage and train employees on company program systems
- Manage nine employees
- Prepare employees schedules
- Attend city and state meeting regarding new policies and procedures
- Provide customer service

Education

Northeastern University-Social Work Major

2009 to 2013

- Bachelors Degree in Arts and Sciences

College of Office Technology

2004 to 2005

- Trained in medical billing and coding
- Trained in patients care
- Certified Medical Office Assistant

Volunteer

Chicago Cares

2011 to 2012

- Worked with Senior Citizens to improve social interactions

- Provided academic guidance for children and teenagers