

# Kathleen Mattos

4702 Palmas Altas Dr. SE  
Rio Rancho, New Mexico 87124

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## Summary

I am an organized hard worker with strong computer skills and an upbeat, positive attitude.

## Key Skills

- Excellent verbal and written communication skills
- Detail oriented
- Comfortable multitasking in a fast paced work environment
- Organizational skills
- Motivated to achieve goals and increase productivity
- Works well with others as well as individually

## Education

Central New Mexico Community College – Albuquerque, NM

- Fullstack Web Development Coding Bootcamp 01/14/2019 - Present

Rio Rancho High School – Rio Rancho, NM

- High School Diploma 05/17/2011

## Experience

Sam's Club

03/23/2012-09/09/2012

10600 Coors Bypass Albuquerque, NM 87114  
Cashier

Rio Rancho True Value

02/24/2014-

11/02/2014 2108 Southern Blvd. SE Rio Rancho, NM 87124  
Cashier/Receptionist

Target

11/16/2015-02/05/2016

4225 Crestview Dr. SE Rio Rancho, NM 87124  
Operator/Fitting Room Attendant/Floor Support

Convergys

02/14/2016-

04/20/2016 6090 Zenith Ct NE, Rio Rancho, NM 87144

Advanced Tech Support