Katrina Rodriguez

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**Objective**

I would like to obtain a position that will allow me to use my knowledge and ability as a full stack developer.

**Education and Skills**

2021-present University of Texas Remote

* Graduate of the full stack developer bootcamp
* Proficient in CSS, Express.js, Handlebars, Heroku, HTML, Insomnia, JavaScript, MongoDB, Mongoose, MySQL, NoSQL, Node.js, React.js, Yarn.js
* Worked in teams for projects, and presented them

2018 Utah State University Logan, Utah

* Graduated with a BS in Anthropology
* Obtained a Museum Studies Certificate
* HTML and CSS
* Advanced Excel
* Archiving
* Grant writing
* Ethnographic Methods and Research
* Activities Coordinator for the Latino Student Union on campus
* Public speaking

2007-2011 Robert E. Lee High School San Antonio, Texas

* Graduated Cum Laude, National Honor Society, Spanish Honor Society Officer-Treasurer, School Softball Team
* Microsoft Office: Word, Excel, Power Point, Publisher
* Banner Software
* 10-Key Data Entry

**Experience**

June 2019 Howsman Elementary School San Antonio, Texas

* Volunteer
* Answered calls.
* Scanned
* Emailed
* Faxed documents
* Made copies
* Customer Service

August 2017-June 2018 San Antonio Museum of Art San Antonio, Texas

* Docent
* Obtained knowledge and history of museum artifacts.
* Participated in tours for students.
* Public speaking

May-August 2015 Witte Museum San Antonio, Texas

* Assisted in the front office of the Natural Museum Wing in the museum.
* Helped families and interested parties who came in by answering questions and making myself available and open for their needs.
* While the museum was being remodeled, I went to their storage unit to archive their artifacts.

**Employment**

September 2019-present Ameritas San Antonio, Texas

*Data Specialist*

* 10-key Data Entry
* Entered data into an insurance claims system
* Reviewed, analyzed, and edited personal information

April-May 2017 Information Alliance Logan, Utah

*Call Agent*

* Market researching
* Trained in phone etiquette.
* Made calls across country doing surveys.

March 2016-July 2016 Survey Sampling International (SSI) Logan, Utah

*Call Agent*

* Market researching
* Trained in phone etiquette.
* Made calls across country doing surveys.

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| December 2013-2015 Labor on Demand San Antonio, Texas  Customer Service   1. Recruit employees for temporary jobs 2. Answer phones professionally and route as necessary 3. Call clients to obtain job information. 4. Scan payroll applications into the computer software system 5. Prepare toxicology reports and applications for incoming clients. 6. File reports and applications 7. Copy, fax, and file as required.   February 2015-May 2015 Physics Department Logan, Utah  Receptionist   1. Made calls and routed incoming calls. 2. Printed, scanned, and emailed as needed. 3. Used a typewriter. 4. Filed as needed.   2014-2015 Special Collections and Archives-Utah State University Library  Archivist   1. Data-entered collections into the library website 2. Filed and located collections. 3. Handled artifacts   2011 May-July Northeast Lakeview College San Antonio, TX  Data Entry Clerk   1. Posted high school student schedules and transcripts into Banner Software. 2. 10-Key data entry 3. Maintained student files, made copies as required |