

# Kathleen Rodriguez

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## EDUCATION

**Expected May 2021**

**Full Stack Developer Certificate**

University of Miami, Miami FL

Languages covered: HTML, CSS, JavaScript, API's, jQuery, AJAX

**August 2018**

**Bachelor of Science in Telecommunication**

University of Florida, Gainesville FL

## RELEVANT EXPERIENCE

### **The Advocacy Network on Disabilities | Miami, FL**

Outreach & Advocacy Coordinator | 8/2019 - Present

- Maintained organizations website up-to date with events, family stories, and administrative changes.
- Developed an outreach plan to launch awareness campaigns on social media.
- Initiated a project to promote sharing family stories on social media accounts to increase engagement.
- Curated a monthly Newsletter that shared services and current events tailored to families and individuals that have a disability.

### **Public Allies Miami- AmeriCorps Member | Miami, FL**

Community Outreach Specialist, Catalyst Miami | 9/2018 - 7/2019

- Completed 1700 hours of service and capacity building for the prosperity campaign.
- Developed an outreach plan to identify, engage, and enroll 400 community members in the SNAP program in Miami Gardens.
- Created informational PowerPoint presentations about SNAP to share with community members.

### **Balance Staffing | Miami, FL**

Office Assistant | 7/2013 - 12/2014

- Performed daily office tasks successfully, such as answering phone calls and filing, and maintaining reports for managers on a daily basis.
- Greeted and helped customers with inquiries on their work status to resolve basic concerns.
- Purchased and managed supplies for the office along with performing photocopy and runner duty.

## OTHER EXPERIENCE

### **PACE Center for Girls Alachua | Gainesville, FL**

Outreach Intern | 5/2018 - 8/2018

- Assisted with planning and overseeing PACE's annual Back-to-School Health Fair.
- Provided administrative support to the Community Engagement Manager in recruiting future volunteers and interns.

## SKILLS

- Bilingual (Spanish)
- Mental Health First Aid Certificate
- Canva Online Design
- NextClient/WordPress
- Microsoft Word
- PowerPoint
- Excel
- Bloomerang

## PROJECTS

### **Public Allies Miami | Team Service Project**

1/2019 - 5/2019

Helped plan, develop, and implement six oral histories in South Dade. Analyzed through the oral histories what resiliency meant to Homestead residents.