

# Karlo Steven Rodriguez

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## OBJECTIVE

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I am a motivated person with technology knowledge and providing friendly customer and client relations. I deliver excellent communication and bring strong administrative skills to any work environment.

## SKILLS & ABILITIES

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- Certified Google IT Support Professional – August 2021
- Licensed Microsoft Technical Associate for HTML & CSS – December 2019 & Licensed MTA for JavaScript – June 2022
- Licensed Microsoft Office Specialist for Excel 2016 – January 2019
- Completed training for the Heartsaver First Aid CPR AED – March 2020
- Taken classes in 3D Modeling & Creative Engineering & Engineering Design using SolidWorks, onShape, and A+CAD.

## EXPERIENCE

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| September 2021-June 2022    | <p>Jr. All Stars Recreation Leader, City of Kent, Washington</p> <ul style="list-style-type: none"><li>• Youth leaders will help plan, organize, and lead activities for children from ages 6-12. Around 20-30 participants, programs will be held after school and will consist of activities from games &amp; exercise to cooking.</li></ul>                               |
| August 2020-September 2021  | <p>Flexible Webmaster Volunteer, Bag It – Cancer Support</p> <ul style="list-style-type: none"><li>• Assisting a non-profit organization on flexible web development through a CMS-based service. Under the direction of the organization, I'm an on-call volunteer providing services on updates and recommendations.</li></ul>   |
| December 2020-December 2021 | <p>Programming Tutor Volunteer, PeerGuide WA</p> <ul style="list-style-type: none"><li>• Tutoring students, from elementary, in programming education from JavaScript. Using basic JavaScript education on application development, I've helped teach lessons through Code.org and provide communication with parents and create lesson plans for weekly sessions.</li></ul> |
| November 2020-June 2022     | <p>Front-End Webmaster Board of Director, Kentwood High PTSA</p> <ul style="list-style-type: none"><li>• Helping a nonprofit organization on web development through a website for the Kentwood High Parent Teacher Student Association. Providing updates on programs, events, and website development from the general monthly meetings of the PTSA.</li></ul>             |

## EDUCATION

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| 2018-2022 | High School Degree, Covington, WA, <i>Kentwood Senior High School</i>            |
| 2022-2026 | Expected Bachelor's Degree, Bothell, WA, <i>University of Washington Bothell</i> |

Recommendations available upon request