

Karlo Steven Rodriguez

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Objective

Motivated person providing customer services abilities with computer knowledge and accounting assistance. I provide excellent communication and relationship-building skills while bringing strong administrative skills.

Education

HIGH SCHOOL DIPLOMA | EXPECTED: 2022 | KENTWOOD HIGH SCHOOL

- Related coursework
 - Accounting 1 – Developed the use of recording accounts & analyzing costs to proper journals. Follows the Generally Accepted Accounting Principle that ensures that accounting procedures are followed in events being created from transactions. Certified Specialist in Microsoft Office Excel.
 - Computer Application – Proficient on Microsoft Office Word, Excel, PowerPoint, and Publisher. Created documents with proper citations from respectable sources and able to publish or format other business documents. Refined keyboarding skills on computers for accuracy.

Skills & Abilities

- **COMPUTER SKILLS – CERTIFIED MICROSOFT OFFICE EXCEL SPECIALIST**
- **VOLUNTEERING – KENTWOOD KEY CLUB, KCLS VOLUNTEER, AND HONOR SOCIETY**
- **PROGRAMMING – CERTIFIED MICROSOFT TECHNOLOGY ASSOCIATE – HTML & CSS**
- **SOFTWARE KNOWLEDGE – ADOBE DREAMWEAVER, SKETCHUP, SOLIDWORKS**
- **CLASSES – HONORS ENGLISH, ACCOUNTING, AND ENGINEERING/DRAWING**

Experience

VOLUNTEER | KING COUNTY LIBRARY SYSTEM | MARCH 2018 - PRESENT

- Aided towards monitoring or helping children with current programs & events within the library. Assisted librarians on programs and provided strong communication skills.

KEY CLUB MEMBER | KENTWOOD HIGH SCHOOL KEY CLUB | OCTOBER 2018 - PRESENT

- Assisted towards helping the community thru community service. Maintained excellent status of 3.75 hours each quarter by participating in service events. Participated in Key Club for 2 years.

LIBRARY HELPER | NORTHWOOD MIDDLE SCHOOL | JANUARY 2017 – JUNE 2018

- Provided support towards helping the school library with organization thru the Dewey Decimal System. Assisted librarians on programs, events, and student assistance on checking out and checking in books either in returning or receiving books for students. Assisted Northwood Middle School's library for 2 years in a row in good standing.

References Available Upon Request.