# **Zulema Rodriguez**

Desire a position in the technology field. Have been studying front end development for 2 years now. Otherwise, interested in healthcare, transcriptionist, interpreter, secretarial, librarian, customer service or cashier job.

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#### **EXPERIENCE**

## Wal-Mart, St. Charles, IL Store # 1898 — Cashier

March 2005 - April 2005

Worked as a part-time cashier in the evenings. Closed the register. Put away overstock after closing hours. Cleaned and organized.

# **Costco Wholesale,** Naperville, IL — Cashier/ Front End Assistant

June 2003 - Nov. 2003

Transporting items from one cart to another. Helping out members, bringing in cars, folding clothes, working in the food court, assisting the supervisor with office work, cleaning the break room, putting back overstock, collecting boxes and cleaning up messes. Working in the front desk area. Issued library cards, checked in and out books, used the computer program to renew books, organized and put into categories any materials coming in and out of the library. Guided and greeted patrons, collected past due fines, shut down the computers at closing time.

## **Cicero Public Library,** Cicero, IL — Front Desk Clerk

August 2001 - June 2002

Working in the front desk area. Issued library cards, checked in and out books, used the computer program to renew books, organized and put into categories any materials coming in and out of the library. Guided and greeted patrons, collected past due fines, shut down the computers at closing time.

### **EDUCATION**

**J. Sterling Morton East High,** Cicero, IL — *Degree (general)* 

### Class 01 2001.

## Columbia College of Chicago

August 2001 - June 2002 Graphic Design

#### **SKILLS**

Type 60 wpm

HTML

**CSS** 

Bootstrap 5

**Javascript** 

Figma

Github

Basic Excel, Word, and Photoshop and Powerpoint skills.

Experienced with cash register

Customer service

Fluent in Spanish

multitasker

### **AWARDS**

2004 National Dean's List Award Website: www.thenationaldeanslist.co m

**2001 Honor Roll Award** J. Sterling Morton East High Cicero, IL

2001 President's Education

# College of DuPage, Glen Ellyn, IL

September 2002 - December 2003 Early Childhood Education

# **Ashworth College**, Norcross, GA — Degree (Associate's)

January 2004 - 2007

Early Childhood Education

## **Penn Foster**, Scranton, PA — Certificate

November 2006

Medical Transcription

# **LinkedIn Learning**, – Certificates

2019 to the present

Website Development

Award Program Outstanding Academic Excellence J. Sterling Morton East High Cicero, IL

2001 J. Sterling Morton High PTO Scholarship Accepted award at J. Sterling Morton West High, Berwyn, IL