

References

Conya Kossie (Superior)

Community Liaison at Dallas ISD
Townview Magnet Center

"I enjoy working with this student. She tries to be helpful and displays initiative and enthusiasm during everyday work. Maintains good customer service relations, takes pride in work, and strives to improve work performance. Does not require constant supervision."

Vanessa Rodriguez



Dallas, TX US
United States
vanessa.rodriguez2015@gmail.com

Summary

- Student at the nationally ranked Townview Magnet Center in Dallas, TX.
- Aspire to major in either physics or engineering
- Ranked in the top 10% of my graduating class

Work History

Yvonne A. Ewell Townview Magnet Center

Dallas, TX, United States

Sep 2013 - Present

Student Intern

- Appointed to systematize and formulate student files
- Delivered forms via fax to various middle schools in DISD to inform them of the Townview Magnet Tours for incoming 8th graders
- Sorted storage and formulated paperwork

Education

Yvonne A. Ewell Townview Magnet Center

Dallas, TX, United States

Aug 2013 - Present

Irma Lerma Rangel YWLS

Dallas, TX, United States

Aug 2008 - May 2013

Skills

Spanish-speaker (Expert)

10+ Years Experience, (Currently in use)



MS Outlook (Intermediate)

1-2 Years Experience, (Last Used 1-2 years ago)



Social Media Marketing

(Intermediate)

1-2 Years Experience, (Currently in use)



Certifications

MS Outlook 2010



MS Powerpoint2010



MS Word 2010



Windows Movie Maker (Advanced)

3-4 Years Experience, (Last Used 1-2 years ago)



MS Word (Advanced)

5-6 Years Experience, (Currently in use)



Google Docs (Advanced)

5-6 Years Experience, (Currently in use)



MS Powerpoint (Advanced)

5-6 Years Experience, (Currently in use)



This next-generation resume was created using VisualCV

