

Elvis Rodriguez

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Education

New York City College Of Technology
Associate of Applied Science: Human Services
Brooklyn, NY

Expected Fall 2015

Certifications

Teaching Assistant Level 2, June 2014

Highlights

- Fluent in Spanish
- Mastery of Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Good experience working with children
- Adaptable learner
- Great organizational skills
- Working well with others to solve problems

Experience

New York City Department Of Education

October 2009-Present

Paraprofessional
Brooklyn, NY

- Assist students individually or in a group to reinforce learning concepts.
- Collaborate on educational and physical activities to help students achieve Individualized Education Plan (IEP) goals.
- Assist children physically, socially and verbally.
- Plan and implement effective ideas to enhance students' growth and classroom management.

Payless Shoe Source Inc.

November 2008 to June 2014

Assistant Store Manager
Brooklyn, NY

- Managed all retail Store responsibilities.
- Accountable for register receipts and bookkeeping.
- Assisted in hiring and training of new associates.
- Responsible for store openings and closings.

Pre-Paid Services Corp.

July 2006 to September 2007

Sales Associate
Brooklyn, NY

- Operated cash register, balanced daily intake, and bagged merchandise for customers.
- Stocked shelves, counters and tables with merchandise.
- Coordinated advertising displays and arranged merchandise to promote sales.
- Answered customer phone calls with store inquires.

Volunteer Experience

Fall 2007 Salvation Army -Brooklyn, NY

Helping the Senior Citizen

- Helped serve food and beverages to citizens at the facility
- Assisted in organizing recreational activities.
- Helped coordinate transportation for the citizens to travel from and to the facility.