

Eden I. Paz

4800 Delores Ave.

Austin, TX 78721

Email: international.eden@utexas.edu

(832) 713-3876

Education

Bachelor of Architecture (Not yet attained)

University of Texas

GPA: 3.7

Work Experience

Home Depot

- Spring 2015

- Customer Assistance

Spiech Farms

Summer 2014

-Ensured quality control of fresh produce

- Assembled shipping units

Trevcon, Inc, Houston, TX - Laborer

June 2012 – December 2014

-Recorded shipments

- Performed tasks involving physical labor at construction sites

- Operated hand and power tools of all types

- Cleaned and prepared jobsites

-Assisted other craft workers

Texas Council on Economic Education (TCEE), Houston, TX – Office Assistant

June 2011 – November 2011

Responsibilities & Duties

-Recorded sales data in Excel spreadsheets

-Answered Calls

-Managed Inventory

- Called customers to collect information

- Composed general correspondence letters

-Shipped products to customers

- Worked under strict timelines

Skills

-65wpm type-rate

-Knowledge of Microsoft Office

-Knowledge of office equipment

Other

- Fluent Spanish Speaker

- Experienced with Excel