

Evelyn E. Rodríguez Cruz

Carolina Alta Urb. C-16 Milagros Cabezas, Carolina, PR 00987

(787) 608-1708

profa_erodz@yahoo.com

Data Entry

BACKGROUND

Responsible professional with vast experience in the area of education at post-secondary level. Offers courses in **Word**, **Excel**, PowerPoint, **Outlook**, Visio, Access, Visual Basic, C++, HTML, Java, Web Design, Network Management and **Data Entry**. Work under pressure and with a minimum of supervision. Collaborate in the coordination and execution of the tasks that are delegated to achieve effectiveness in services. Carries out work directed toward the fulfillment of the goals and objectives to the service of company. Complies fully with the instructions given, policies, standards and controls established. Integrates management work to the joint effort. Excellent interpersonal relationships.

Worked for one year as Data Entry in the Accounts Payable Department of Droguería C.O.D.

Have a **Microsoft Office Specialist, Master Instructor Certificate**, including **Word, Excel, PowerPoint, Access & Outlook**.

WORK EXPERIENCE

2005 - 2013	National University College	Río Grande, PR
1991 - 2012	Instituto de Banca y Comercio	Puerto Rico
2009	DECEP – División Educación Continua	Carolina, PR
1992 - 1993	Aspira de Puerto Rico	Carolina, PR

Professor / Computer Instructor

- Offer Courses of Introduction to Computers, Operating Systems, Analysis, Design and Implementation of Systems, Visual Basic. NET, Networks, Design of Web Pages, Database (Access), Word, Excel, PowerPoint, Computers Operation, Networks, Java, COBOL ,RPG and **Data Entry**.

1988 - 1991	Tiendas Militares de la Guardia Nacional de PR	Carolina, PR
-------------	--	--------------

Computer Programmer

- Analyze the requirements for the development of systems.
- Database Design.
- Creation of applications.
- **Work with Accounting Department Computer Applications .**

1988 – 1989	Droguería C.O.D (Data Entry - Accounts Payable)	San Juan, PR
-------------	---	--------------

- Check and attach invoices and purchase orders.
- **Enter invoices for Accounts Payable on computer.**
- Prepare accounts checks to pay for and print the checks.
- File documents.

EDUCATION

EDP College Master's Degree in Information Systems <i>(42 of 45 credits completed)</i>	Hato Rey, PR	
Universidad de Puerto Rico 12 Credits in Education	San Juan, PR	1988 - 1989
Universidad de Puerto Rico Bachelor's Degree in Business Administration Concentration in Computer Information Systems	San Juan, PR	1977 - 1982
Advanced Computer & Electronic College Computer Programmer Diploma	San Juan, PR	1976 - 1978

CERTIFICATE

- Microsoft Office Specialist (**Word 2007**)
- **Microsoft Office Specialist 2003, Master Instructor (Word, Excel, PowerPoint, Access & Outlook)**
- Lotus 123; **Accounting Official**; Basic Photography

LICENSES

- Provisional Certificate of Vocational Teacher, Department of Education
- **CSI by APSEI - Association of Professionals in Electronic Information Systems**

REFERENCES

Available Upon Request

AVAILABILITY

Immediate