
▶ Rafael O. Díaz Sánchez

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Objectives

Find a place of work in which I can apply my knowledge and abilities to improve the work area. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Detail-oriented worker with administrative experience. Advance Skills in Microsoft: Word, Excel and PowerPoint, Basics Programming Skills in Visual Basics and C++ and Fast learning in computers programs.

Education

Bachelor Degree (June 2009)

- ▶ Bachelor Degree in Natural Science with a major in Mathematics from University of Puerto Rico at Cayey.

Master Degree (June 2016)

- ▶ 35 Approved credits toward a Master Degree in Computer Science with a major in IT Management and Information Assurance from the Polytechnic University of Puerto Rico.

Experience

Mathematics Coach (Independent Consultant) - 10/2012 to 05/2014 **(Ikon Solutions) (Hato Rey, PR)**

Provide professional coaching and workshops to teachers on the area of mathematics and technology for the Puerto Rico Department of Education under the School Improvement Grant.

- ❖ Workshops
 - Application of Technology in Education: Ms Office.
 - Application of Technology in Education: Google Drive.
 - Application of Technology in Education: Nearpod.

Quality Control Inspector (9/2011) -11/2011)Temp

Curtis Instruments (Carolina PR)

Inspects Components, Track defects, Report Writing, Adjustments

Office Operation Supervisor (-) 01/2010 - 08/2010
US Census Bureau (Caguas PR)

Assists in the supervision of the day-to-day activities of the office clerks performing on or more of the following operations: pre canvass correction, postal correction, sorting, batching for transcription, questionnaire check-in coverage edit, telephone follow-up, re- interview, questionnaire assistance and coding. With many other duties.

Librarian Assistant (Internet Researcher) (-)08/2008 - 01/2010
CENTRO NEURO-DIGITAL CRIOLLO, Caguas, PR

The Primary task of the Centro Neuro-digital Criollo is to search and gave information to students and citizens from the internet. My task was doing internet research for the appropriate requested information.

Skills

- ▶ Office Management
 - ▶ MS Word ▶ MS Outlook ▶ MS Publisher
 - ▶ MS Excel ▶ MS Access ▶ Visual Basics
 - ▶ MS PowerPoint ▶ C++