

**Angela
Rodriguez**

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Objective

I am currently seeking a career opportunity within a progressive company where I can apply my diversified background and skills including administration, customer service and computer literacy. I enjoy working as a team player but also work well with minimal supervision. I am highly motivated and take pride in accomplishments obtained through hard work.

Employment History

Children's Pastor Assistant/Children's Ministry Director

September 2012 - July 2013

NorthRock Church, Thornton CO

Lori Romero 303.450.2809

I worked for six months as an assistant to the Children's Pastor creating lessons, crafts & activities. I took over running services and co-running ministry in March which included coordinating services, managing 60+ volunteers, creating lessons & crafts, handling administrative duties (scheduling, data entry follow-up, filing, copies, running errands, etc.), and coordinating special events as needed.

Classified Substitute Para

November 2011 - May 2012

Adams 12 Five Star School District, Thornton, CO

Maria Naegele 720.972.4057

I worked for the district for one school year, on an as needed basis. As a Substitute Para my tasks included helping special need students with school work, assisting preschool classroom teachers, and monitoring lunchroom and recess time.

Proof Operator/Corrections Clerk

May 2005 - March 2007

Fiserv Inc Denver, CO

Ann Schaeffer 303.355.7955

My ending job duties included balancing encoded work to provide an accurate count/total of checks and deposits and correcting out of balance batches. I also would receive, verify, and prepare checks and deposits for proof encoding and transit processing.

Asset Specialist

April 2004 - February 2005

First American REO Servicing Denver, CO

Beth Lile 303.629.8766

I worked assisting an Asset Manager preparing properties for sale after foreclosure. Job duties included ordering and reviewing appraisals/market analysis, hiring agents and vendors, and reviewing/clearing title work and HOA liens.

Education

August 2007 - May 2011 - Front Range CC, Westminster, CO

Phi Theta Kappa Honor Society

References

References available on request