

Socorro Hernandez

Test Administrator for kids new to the school district - WOODCOCK MUNUS CENTER

Grand Prairie, TX 75052

hsocorro738_db2@indeedemail.com - (682) 715-9632

WORK EXPERIENCE

Test Administrator for kids new to the school district

WOODCOCK MUNUS CENTER - Dallas, TX - 2011-08 - Present

2617 N. Henderson Ave. Dallas, TX 75206

972-749-5730

Test Administrator for kids new to the school district.

Fulfillment Associate for Amazon

AMAZON - Fort Worth, TX - 2016-06 - 2017-06

Responsibilities were in the Receiving Department as an order picker, forklift driver and turret driver pulling orders and stowing pallets also picking and packing.

Special Education, Teacher Assistant

HENRY B. GONZALEZ ELEMENTARY SCHOOL - Dallas, TX - 2008-08 - 2011-11

successfully assisted the teacher prepare instructional displays and helped maintain a neat and orderly classroom and classroom according to student needs. Prepared inventory, care and maintenance of equipment, keep administrative records and prepared required reports. Provided orientation and assistance to substitute teachers. Assisted students with physical disabilities.

Bilingual Pre K Teacher Assistant, Teacher Assistant

FELIX G. BOTELLO ELEMENTARY SCHOOL - Dallas, TX - 2006-07 - 2008-08

225 S. Marsalis Ave. Dallas, TX 75203

972-502-4600

Bilingual Pre K Teacher Assistant, Teacher Assistant of the year 2006-2007. Successfully assisted the Pre K teacher. Participated in daily and long-range planning with the classroom teachers and other staff members. Assisted with classroom routines and daily instruction and in the recruitment process to determine eligible children.

customer service and backup receptionist duties as assigned

PRE Q RUBBER L.T. D. COMPANY - Dallas, TX - 2005-02 - 2005-06

4349 Bronze Way. Dallas, TX 75237

Excelled in general office position which entailed data entry, document filing, account payable and receivable, customer service and backup receptionist duties as assigned.

Team Member

HOME INTERIORS AND GIFTS - Carrollton, TX - 2001-07 - 2004-09

16049 W. Frankford Road. Carrollton, TX 75007

Excelled in warehouse position for catalog gift company. Responsibilities entailed shipping and receiving and data entry, document filing, customer service buck up as needed and language translator.

EDUCATION

Mansfield Business School
1992

SKILLS

data entry, Microsoft Windows, Packaging

ADDITIONAL INFORMATION

SKILLS

Microsoft Windows
Packaging
Data Entry
Texas State Notary
Bilingual (Spanish)