JULIETH RODRIGUEZ

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2022
Major: Management Information Systems

COMMUNITY COLLEGE OF PHILADELPHIA, Philadelphia, PA
Associate in Arts, Graduation: August 2020
Major: Business - General

SELECTED COURSES:
Web Application Development, Data & Analytics, Social Media Marketing, Introduction to Web Design

ACTIVITIES:

- Volunteer Interviewer, Commission of Truth, February 2020 – present

INFORMATION TECHNOLOGY SKILLS:
Software Development: Visual Studio.NET, Java, Atom
Web Development: HTML, CSS
Database Management: SQL, NoSQL, Mongo DB, R
Project Management: Microsoft Office

EXPERIENCE: BODY ARTS & SCIENCE, Bala Cynwyd, PA   August 2019 – August 2020
Therapist

- Monitored patients' rehabilitation after surgery and performed daily treatments to 15 patients, including lymphatic massages, ultrasound, cavitation, and radiofrequency.
- Communicated patient progress to doctors, medical staff, and company owner, specifically if an anomaly or emergency was found within the patient
- Provided translation services for patients to ensure clear medical information and treatment was understood and agreed upon
- Trained three new therapists to perform necessary treatments for various procedures

ARTHUR MURRAY DANCE STUDIO, Narberth, PA   April 2019 – August 2019
Administrative/Receptionist

- Assisted students in scheduling classes based on their level, tuition payments, and educating clients on alternative activities for a franchised dance company
- Processed cash and credit payments, bank deposits, and accounts payable
- Provided operational support by answering phone and email inquiries, completing audits, and writing weekly reports regarding attendance and enrollment across dance classes

LANGUAGES:

- Spanish – fluent