

Sara Rodriguez
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(504)782-9461

Objective

To further my education while becoming a valued asset to your organization.

Education

O. Perry Walker High School

2832 Gen. Meyer Ave.

New Orleans, La 70114 504-361-6360

Attended: 1999-2002

Major: Diploma

Louisiana State University

Baton Rouge, La 70803

225-578-8205

Attended: 2002-2004

Major: Political Science

Our Lady of the Lake College

7434 Perkins Rd.

Baton Rouge, La 70808

225-768-1700

Attended: 07/2005-12/2005

Major: Certified Nursing Assistant

Delgado Community College

2600 General Meyer Ave

New Orleans, La 70114

504-762-3100

Attended: 08/2011- 12/2015

Graduation: 12/2015

Degree: AAS in Business Management with a concentration in General Business

Work History

Rebecca Daher Court Reporting

Farrington Ave.

Terrytown, La 70056

(504) 784-2029

Job Title: Scopist and editor

Duties: Reading through rough drafts of court reports, replacing misspelled words, adding pronouns and missing pieces of information, listening to audio recordings and typing word for word what is said. Watching video depositions and typing out the transcript exactly as said in the recording. Double checking for any and all grammar and spelling and punctuation in all pre written transcripts and reports. Being punctual and reliable and having all info typed up and completed as quickly as possible because deadlines are non negotiable.

Supervisor: Rebecca Daher

Dates: From 06/ 2011-Current

Tropical Isle's Funky Pirate

727 Bourbon St.

New Orleans,La 70116

Job Title: Bartender @ Tropical isle & Cocktail Waitress @Funky Pirate

Duties: Bartending, preparing and serving drinks to patrons, balancing my cash register at the end of the shift, filling out a cash report for nightly sales. Cocktail Waitress@ Funky pirate, I greet new customers upon arrival, take down their drink order, delivering drinks from the bar to patrons, tidying up the tables after guests leave.

Supervisor: David

Dates From: 2/2014 To: 07/2015

Pere Antoine's Restaurant

727 Royal St.

New Orleans, La 70116

Job Title: Waitress

Duties: I greeted and sat patrons according to a seating chart, used Aloha POS System to enter orders and print bills, suggested personalized menu items for indecisive customers, selling daily specials for business, cleaned and vacuumed dining room at the end of a shift.

Supervisor: Laura Smith

Dates From: 8/2012 To: 5/2013

Central Rock Corp.

3855 France rd.

New Orleans, La 70116

Job Title: Administrative Assistant

Duties: Answering phone calls, taking messages, transferring calls to their proper department, using a scale to weigh trucks carrying materials Central Rock manufactured to maintain the billing using Quickbooks Accounting program, set up a new filing system,that

was logical and legible, created spreadsheets In Excel, and used them to track daily sales totals and costs of raw materials bought and paid out.

Supervisor: Jaime Hyatt

Dates From:8/2012 To: 5/2013

English Turn Golf and Country Club

1 Clubhouse Rd.

New Orleans, La 70114

Job Title: Lead Bartender, Server, Cart Girl

Duties: Used POS system to enter items on the chit, training and orientating new and fill in employees, Preparing and serving drinks in a high volume Banquet setting, serving drinks for patrons on the golf course, bartending in Emeril Lagasse's fine dining restaurant , supervising employees , and training new hires and bartenders

Supervisor: Rodney Ripp

Dates: From 03/2009 - 08/2012

Jester's

619 Bourbon St.

New Orleans, La 70031 504-299-1900

Job Title: Location Manager

Duties: Bartending, ex. (preparing and serving drinks to patrons), supervising a team of employees, delegating duties according to each person's strengths and weaknesses, ordering and putting stock items away for later use,making a schedule, opening or closing the establishment, setting up for business at the beginning of each shift, training bartenders and orienting them upon arrival, double checking everyone's work at the end of a shift to be sure all things were done properly, cash office duties, ex(sales reports, register countdown, shift totals), and many other similar duties.

Supervisor: Andrew Diaz

Dates: From 05/2007-07/2008

Advantage Nursing

Job Title: Certified Nursing Assistant

Duties: Caring for and assisting in daily activities for elderly, handicapped or otherwise incapable adults, in a nursing home, hospital, or home health care setting.

Supervisor: Agency Representative

Dates: From 12/2006 - 02/2008

References

Malin Morgan

1529 Gen Collins, New orleans, la 70114

323-540-7823

Ana Keck

723 Grefer Ave, Harvey,La 70058

504-784-1689

Rebecca Daher
624 Farrington Ave
Terrytown, La 70056
504-784-2029