

Lizanin Rodriguez
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San Jose, Ca 95112
408/449-6644

OBJECTIVE: A research, data analysis - entry, and planning position in Code Enforcement administration support which will use leadership responsibility, and organizational skills for improving the efficiency of operations.

EDUCATION: City Of San Jose Community College
Real Estate Agent.
Accounting Level 1.

AREAS OF EFFECTIVENESS:

Leadership
Office Specialist II supports: Data Entry revised Ticket Slips (work orders) reports, dispatching. Data entry 320 slips per week. Delegated and coordinated work of others during rush.

Trusting Agent: TSA-SJPD-Employed Background Applicant Process.

Responsibility
Confidential information, material, and files for State/City/Police. Aided in the implementation of on-line system. In charge of receiving and dispersing charge slips, and scan transporting documents to confidential files.

Organization
Planned schedules and budge, developed party themes and skits, obtained prop material and delegated and coordinated work of others during sorority rush.

PERSONAL: Excellent health ...Single (no small children-adults)...Enjoy all sports, Dancing, and challenges ... willing to relocate.

REFERENCES: Available upon request,