**Amanda F. Rodriguez**

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**Summary**

Active student at Longwood University studying to earn a bachelor’s degree in Liberal Studies with a minor in English. Participated in multiple leadership roles through Longwood University such as: Active member of Alpha Beta Psi Sorority Inc., Longwood University Women’s Rugby Football Club, and the Big Siblings program. Responds well to criticism, and comes to work with an infectious attitude. I hope to gain valuable experience from working at a children’s center, and benefit your company in the future.

**Education**

**Longwood University**  **23909 Farmville, VA Expected Graduation: May 2019**

*Bachelor of Arts and Sciences* Major: **Liberal Studies**

 Minor: **English**

**Relevant Coursework**

* Survey of Exceptional Children – May 2018
* Writing in the Elementary Classroom – May 2018
* Children & Young Adult Literature – December 2017
* Introduction to Teaching: Practicum One – May 2017
* Human Growth and Development – December 2015

**Work Experience**

**Shane’s Rib Shack January 2014 – February 2018**

**Midlothian, VA**

*Assistant Manager*

* Oversaw and was responsible for running registers, running food to guests, as well as clerical duties such as filing and completing deposits at the end of each night to ensure the numbers aligned correctly.
* Supervise workers to ensure daily tasks are executed in an exceptional and appropriate manner.
* Ensure customer satisfaction in all situations that became to the management’s attention.

**Big Siblings September 2016 - Current**

**Farmville, VA**

*Mentor*

* Provide quality time with at risk elementary school mentee for an hour twice a week during the school year.
* Create stability for mentee by actively listening, and maintaining positive attitude throughout the school day.
* Collaborate with other teachers and aministrators by ensuring that the student’s homework is completed, and mininzing behavioral problems through encouragment and positive praise when appropriate.

**Childtime Learning Center June 2018 - Current**

**Midlothian, VA**

*Teacher/ Floater*

* Responsible over children in the classroom while maintaining order and the educational standards of the commonwealth.
* Provided comfort, guidance, and assistance when children needed it.
* Reported any mishaps, behavioral issues, and accidents to the director and parents while providing a possible solution in case another situation like that is to occur.

**Skills**

* Technology: Microsoft Office (Excel, PowerPoint, Word, Outlook), Smartboards, and projectors.
* Organizational Skills: honed organizational skills due to managerial duties such as money handling, taking iventory, and filling daily deposits.
* Communication Skills: Effectively instructs and conveys tasks to coworkers to meet the goals for the day.
* Fluent in English and Spanish.

**References available on the second page**

**References**

**Shane’s Rib Shack:** Daniela Moreno, General Manager (804) 893- 4642

**Childtime Learning Center:** Tiffany Carpenter, Director (804) 675- 2144