



# Elizabeth M. Rodriguez

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## WORK EXPERIENCE

Westchester Pediatrics– Miami, FL Summer 2012

Data entry and records organization, transferring files into a new system

Worked with the billing department to call and collect overdue balances from bilingual customers

SPOT Internship – Orlando, FL Spring 2011

Gained experience in graphic and web design using the Adobe Creative Suite

Learned: scanning, faxing, photo printing, wide format printing, perfect, tape, and spiral binding, lamination, folding

Sales and customer service experience

Freelance Design and Animation 2009- Present

Proficient in Adobe Photoshop, Illustrator, Indesign

Indermediate experience with Adboe Flash and Dreamweaver

Proficient in Dragonframe and Final Cut Pro

Proficient in Microsoft Office package: Word, Excel, PowerPoint

Spanish speaking and writing skills

Study Abroad June-July 2008

Universidad de Salamanca – Salamanca, Spain

Courses: Spanish Language and Grammar, History of Spanish Art

## SKILLS, LANGUAGES AND AWARDS

## REFERENCES

Please contact me at [liz@lizzyrodriguez.com](mailto:liz@lizzyrodriguez.com)