

Clara Rodriguez

1603 SE Taggart #3
Portland, OR 97202
(303) 807-1435

Education

1/2007 to 6/2010

Portland State University - Portland, OR USA

Standing: Graduated

Degree: Bachelors in Economics/Social Sciences (double major)

Concentration: Economics and International Economics

Degree-Related GPA: 3

Cumulative GPA: 3

Graduation Date: 6/2010

8/2004 to 12/2006

Community College of Denver - Denver, CO USA

Standing: Graduated

Degree: Associates in Psychology

Intended Graduation Date: 12/2006

Employment History

6/2009 to Present

Bruce Allen - Portland, OR USA

Personal Assistant

Supervisor: Bruce Allen

Contact Phone: (503) 384-8739

Job Description: My general duties for this job include hanging art, providing transportation, acquiring supplies and equipment, organization of the home, locating vendors for goods and services, and preparation work for art projects. This position is part-time and I am still employed.

3/2009 to Present

The Portland Spectator - Portland, OR USA

Photographer

Supervisor: Joe Wirtheim

Contact Phone: (503) 725-9795

Job Description: Photographer, photographic editor and graphic design duties

Skills Used:

- photographic, critical thinking, communication, technological, and organizational

Duties Performed:

- interviews, photographs, digital artistic portraits, and organizing photos

Achievements During This Employment Period: Best Design and Layout

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5/2010 to Present **QPDX** - Portland, OR USA
Photographer
Supervisor: Alley Hector
Contact Phone: (503) 997-6684

Job Description: taking, editing, and posting photographs for a blog

5/2009 to Present **Legare's Community Resource Center** - Portland, OR USA
Helper
Supervisor: Jonathan Legare
Contact Phone: (503) 351-4856

Job Description: Watch the store when the owner has something he needs to do, help out around the community, and hang around and be a useful person.

5/2010 to 5/2010 **Gary Hood** - Portland, OR USA
Contract artistic painter
Supervisor: Gary Hood
Contact Phone: (503) 232-4943

Job Description: Painting artistic paintings

Skills Used:

- artistic, organizational, and professional

Skills- I am proficient in the following:

Office Skills & Software

- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- Typing

Foreign Languages

- Spanish (Level 2: Fluent Speak Only)

Graphics/Publishing Skills & Software

- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Microsoft Publisher
- Photography

Certifications

- Wilderness First Responder (Issued 8/2009 current)

Notable Coursework

East Asian Economic Development -

Given By: Portland State University

Course Description: History and functions on current and past East Asian economies.

Public and Private Investment -

Given By: Portland State University

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Course Description: account principles as well as mathematic methods

Theories of Economic Development -

Given By: Portland State University

Course Description: differential studies, dynamic optimization, and regression analysis of economic growth models

Money and Banking -

Given By: Portland State University

Course Description: studies bonds, banking regulation techniques, risk management, and bank balance sheets

Professional References

Joe Wirtheim - Editor, The Portland Spectator

Phone Number: (614) 432-6611

Professional Relationship: 5/2009 to Present

Description: Joe was the editor of The Portland Spectator for the 2009-10 school year. He was responsible for giving me and managing all photographic assignments for the magazine.

Bruce Allen- employer

Phone number: (503) 384-8739

Professional Relationship: 6/2009 to Present

Description: I have performed a number of duties for Bruce, many are listed above. Bruce has given me an opportunity to grow my business relation skills and practice maintaining duties, such as commitment and time management, that are imperative in the business world.

Gary Hood - Owner, Gary Hood

Phone Number: (503) 232-4943

Professional Relationship: 5/2010 to Present

Description: Prescribed the type of painting he wanted.

Johnathan Legare - Owner, Legare's Community Resource Center

Phone Number: (503) 351-4856

Professional Relationship: 5/2009 to Present

Description: I was trained and allowed to work in his store sometimes. He taught me about small business management, food service techniques in Oregon, and general knowledge.

Michael McQueen - Mr. Gay Seattle, Seattle Gay Court

Phone Number: (206) 446-2444

Professional Relationship: 3/2010 to Present

Description: I have designed business cards and other items for Michael.

Awards and Achievements

1st Place

Given By: Division Street Portrait Contest

Received: 6/2009

For The Purpose of: I won first place in the annual SE Division/SE Clinton St art fair portrait contest, which is a juried show.

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Excellent Participant

Given By: The Federal Reserve of the United States of America

Received: 3/2009

For The Purpose of: Participating in the 2009 federal reserve student board meeting.

Best Design and Layout

Given by: Collegiate Network

Received: 9/2009

For the Purpose of: 2009 award recipient