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| **MARIA GARCIA**  228 Excalibur Lane, Round Rock, TX•512-555-2222•mariagarcia2788@gmail.com | | | | |
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| **Career Objective**  To provide effective and engaging computer training for adults.  Professional Summary  Compassionate and caring instructor with a goal of providing effective and engaging computer training for adults. Detailed and organized with materials and processes while innovate and creative in the instructional process. | | | | |
| Work Experience | | | | |
| 2009-Present | | Waterloo Industries | Round Rock, TX | |
| Technology Trainer  * Trained over 80 staff on Microsoft Office applications * Modified and created training curricula to target company needs * Served as Help Desk support for Microsoft Office applications | | | | |
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| 2007-2009 | | Entley ISD | Entley, TX | |
| Technology Teacher Aide  * Assisted teacher with computer skills classes in secondary settings (6-12th grade) * Worked one on one with students as necessary | | | | |
| Education | | | | |
| 2011-2015 | Austin Community College | | | Austin, TX | |
| AAS in Office Administration | | | | |
| Other Skills/Experience | | | | |
| * Certified Microsoft Office Instructor * Bilingual English and Spanish | | | | |