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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
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| Education |
| 2011-2015 | Austin Community College | Austin, TX |
| AAS in Office Administration |
| Other Skills/Experience |
| * Certified Microsoft Office Instructor
* Bilingual English and Spanish
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