

---

# MICHELLE L RODRIGUEZ

---

Mlrodriguez1usf@gmail.com

(813)435-0832

## OBJECTIVE:

Seeking a strategic role in management within diverse industries, where my proven ability to foster collaboration, facilitate communication, and drive project success can be effectively utilized. With a focus on adding substantial value, I aim to leverage my bilingual proficiency, language expertise, and unwavering dedication to contribute significantly to organizational goals while guiding teams towards excellence.

## RELEVANT EXPERIENCE:

*USF CSD Project Manager and Coordinator for Bilingual Language and Literacy Labr: Dr. Aidelaida Restrepo ,Tampa, FL | August 2023 – Present*

- *Innovatively design and implement effective outreach programs and recruitment strategies.*
- *Recruit and manage a diverse team of student volunteers to support various research projects, ensuring alignment of skills and interests with project needs for optimal efficiency and effectiveness.*
- *Establish strategic connections with external entities to present research studies compellingly, cultivating interest among potential participants.*
- *Foster collaboration with professors, graduate students, and volunteers to ensure the success and accuracy of research projects.*
- *Assessments: Administer language and reading assessments for various research projects.*
- *Proficiently create diverse communication materials, such as posters, brochures, digital media, and research documents, with various technologies for presentations, reports, and other content creation tasks.*
- *Collaborate with the IT team to contribute insights for enhancing and updating research software, optimizing assessment processes.*

*HAIRDRESSER/ BUSINESS OWNER: Hair by Michelle, Tampa, FL | 2009-2023*

- *Managed business operations, including strategic planning and financial oversight.*
- *Deliver exceptional customer service and professional cosmetology services, including haircuts, specialized hair color and other specialized services.*

*SECRETARY SPECIALIST: Dept of Children and Families, Tampa, FL | 2007-2009*

- Assist Spanish and Portuguese-speaking callers with food, cash assistance, and Medicaid applications.
- Assist caseworkers with updating applications and gathering required documents.
- Act as a Spanish interpreter in application interviews.

*MEDICAL ASSISTANT: Dr. Edgar Janer, Tampa, FL | 2005-2007*

- Performed a wide range of duties as a Medical Assistant in a busy practice.
- Attended to patients, including taking vital signs, documenting medical histories, and preparing examination rooms.
- Called pharmacies to refill prescriptions and verify medication information.
- Verified insurance coverage and updated patient files accordingly.

*Community Engagement and Volunteer Experience:*

*Children's Board of Hillsborough County | Present*

- *Extend educational support to immigrant Spanish-speaking parents, emphasizing the importance of literacy in their home language.*
- *Facilitate close communication with parents regarding concerns about their children's language and reading proficiency.*
- *Develop and distribute literature aimed at promoting literacy and language development in children, as an extension of professional duties within the CSD department.*

*USF CSD Research Department Volunteer | August 2023 - December 2023*

- *Transcribed audio recordings for a longitudinal study on children's language development.*
- *Provided feedback to the study on coding methods and procedures.*
- *Received training in SALT coding systems.*

## *Zumba Fitness Community Event Organizer | February 2020*

- *Co-organized a successful non-profit community event promoting dance fitness and health.*
- *Managed venue arrangements, ticket design, and social media promotion.*
- *Currently involved in planning future community projects.*

### **SKILLS:**

- Bilingual proficiency in English and Spanish.
- Translation and interpretation in finance, law, government, and education.
- Excellent customer service and interpersonal skills.
- Strong leadership, communication and organizational skills.

### **TECHNICAL SKILLS:**

- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign) for graphic design and layout.
- Experienced in Acrobat Adobe DC Pro for document editing and conversion.
- Skilled in Microsoft Office Suite (Word, Publisher, PowerPoint, Excel) for content creation and formatting.
- Familiarity with web content management systems (excluding Drupal) for digital communication.

### **EDUCATION:**

- The University of South Florida, Tampa Campus | Bachelor of Language, Speech, and Hearing Sciences with a minor in Linguistics | Graduation: Dec 2023: GPA 3.93
- Hillsborough Community College (HCC) | Associate in Arts Degree | May 2021

### **CERTIFICATIONS AND TRAININGS:**

- CITI Certification: Successfully completed the Collaborative Institutional Training Initiative (CITI) program,[Basic : Human Research ,GCP].
- HIPAA and Privacy Training Certification.
- Certification of Montreal Cognitive Assessment.

- SALT Software Training: Proficient in utilizing SALT (Systematic Analysis of Language Transcripts) software for transcription, analysis, and comparison of language samples.
- CPR Certification, American Heart Association, Valid August 2023 - August 2025.

**ORGANIZATIONS:**

- Member, Tau Sigma National Honor Society.
- Member, National Student Speech Language Hearing Association (NSSLHA).