

Janeth Garcia Rodriguez

La Habra, CA | 6573472906
janelu34@gmail.com

Summary

Data Science graduate student with experience in data entry, data management, and administrative support. Skilled in Excel, Python, and SQL. Experienced in organizing and reviewing data, maintaining accurate records, and working with large amounts of information. Strong attention to detail, problem-solving, and analytical skills.

Education

East Los Angeles College

Health Information Technology | 08/2027

Currently completing courses in medical terminology, hospital laws and information technology.

California State University, Northridge

Data Science | 05/2027

- Currently completing courses in data mining, machine learning, and statistics

Fullerton Dental School

Dental Assistant | 08/2025

- *Certifications: Dental X-Ray, Coronal Polishing, Dental Terminology, and Infection Control.*

Cesar Vallejo University | Peru

Environmental Engineering | 12/2020

Skills

Customer service, Bilingual: Spanish–English, Data Entry, Statistics

Experience

Gold Coast Dental | CA, La Habra

Dental Assistant | 06/2026 - Present

- Prepare treatment rooms, sterilize instruments, and follow infection control procedures.
- Take dental X-rays and help with patient care and dental procedures.
- Enter and maintain patient information in the dental record system.

SMILE FAMILY DENTAL | CA, Stanton

Dental Assistant | 09/2025 - 06/2026

- Prepared treatment rooms, sterilized instruments, and followed infection control procedures.
- Assisted with dental procedures, took dental X-rays, and performed coronal polishing.
- Supported patient care and maintained accurate patient information.

CITY OF DOWNEY | CA, Downey

Recreation Leader (Front Desk) | 01/2024 - 06/2026

- Manage registrations, records, and facility reservations using ActiveNet.
- Enter and organize financial and participation information using Excel.
- Answer questions by phone and email and keep records of requests and follow-ups.

Iron Mountain | Cerritos

Document Imaging Specialist | 08/2024 - 07/2025

- Prepared, scanned, indexed, and checked large amounts of confidential records.
- Entered and checked data in different computer systems.
- Maintained tracking logs to help find records and support audits.

- Followed privacy, confidentiality, and records management procedures.