

Deena J. Rosenberg

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street address
city, state zip
phone number

Education

Kaplan College, Thornton, Colorado
General Paralegal Certification, May 2008

University of Colorado at Boulder, Boulder, Colorado
CUBIC (CU Business Intensive Certificate), May 2007

University of Colorado at Boulder, Boulder, Colorado
Bachelor of Arts in Music, May 2007

Work Experience

Nanny March 2010 – present

- Infant care and housekeeping

Music Librarian, local composer, Boulder, CO February 2010 – present

- Organizing, sorting and filing sheet music for three small ensembles

Bakery Clerk, Safeway, Boulder, CO October 2009 – March 2010

- Retail sales, stock/inventory, and janitorial duties
- Preparing, baking, and finishing bakery products

Junior Paralegal, U.S. Department of Justice, Denver, CO July 2008 – April 2009

- Litigation document collection, scanning, and management
- Data entry and management

Temporary Employee, Various Agencies, Denver/Boulder Metro Area September 2007 – July 2008

- Customer service representative, secretary, copy room employee, and data entry clerk

Customer Service Rep., RTD, Boulder Transit Center/Denver Offices October 2007 – December 2007

- Temporary customer service agent for RTD's EcoPass program

Sales Associate, Fresh Produce Sportswear, Boulder, CO September 2004 – July 2005

- Retail clothing sales, cashier, stock/inventory
- Preparing and shipping mail orders
- Staging shop and window displays

Music Librarian, Eastern Music Festival, Greensboro, NC June – August 2004

- Checked music in and out, marked parts, organized files, managed inventory

Sales Associate, Peppercorn, Boulder, CO June – July 2005

- Cookbook sales and retail cookware sales

Sales Associate, Campus Store, Interlochen Center for the Arts, Interlochen, MI Summer 2001

- Retail sales, cashier, stock/inventory, and janitorial duties
- Staging merchandise displays