

Business Resume

Victor.vaquero@utrgv.edu
(254) 123-4567 – (LinkedIn) – (GitHub) – City, State

PROFESSIONAL SUMMARY

A certified administrator excited at the prospect of overseeing office activities and administering records in a professional setting. Looking to apply acquired skillset in Oracle PeopleSoft and data entry software at your company.

EDUCATION

The University of Texas Rio Grande Valley

Expected Graduation: May 2027

Major: *Ex. Accounting; Minor: Spanish*

Overall GPA: 4.0

WORK EXPERIENCE

UTRGV Human Resources

August 2023-Present

Business Analyst

- Conducted what-if financial scenarios based on sales volume and other variables.
- Performed cost-benefit analysis for company foreign distribution options.
- Skillfully negotiated a key two-year \$65,000 contract with strategic distributor for company target market.

PROJECTS

Data Modeling Management

January 2019

Group Organizer

- Conducted what-if analyses of reports and charts based on real-world data.
- Shared findings with a team of peers to create a working database.

ACTIVITIES & ACHIEVEMENTS

Enactus

August 2018-Present

Member

- Manage \$1,000 Fall 2023 budget and invest \$500 of idle funds in appropriate high-yielding fundraisers returning a 5% profit over the year.
- Donate \$2,000 to Yaqui animal shelter while coordinating organization fundraising efforts by selling various goods.

UTRGV Homecoming Steering Committee

May 2018

Member

- Assisted in planning of homecoming parade and recruited 25 parade drivers to engage 700+ people.
- Decorated, advertised, and prepared for all homecoming activities over a 72-hour period.

Provost's Gold Scholarship

May 2018

- Awarded \$7,000/year for academic performance and maintaining 3.0 minimum cumulative GPA.

SKILLS, CAPABILITIES & INTERESTS

Technical Skills: [List software experience/proficiency and programming languages–Excel, Visio, etc.]

Certifications & Training: [Any extra courses or programs relevant to Business/Career]

Soft Skills: [Keep this to 1-2 lines and be specific; do **not** go overboard]

Languages: Fluent in [xx]; Conversational Proficiency in [xx]

Doctoral (PhD) Resume

One West University Blvd. Brownsville, TX 78520

Victor.vaquero@utrgv.edu

(956) 665-2243

OBJECTIVE

Doctoral student seeking an employment opportunity to gain experience and contribute to organizational advancement.

EDUCATION

The University of Texas Rio Grande Valley (UTRGV) – Brownsville, TX

Doctor of Philosophy with a Business Administration Concentration in Finance Grad. Date: May 2030

Master of Accountancy Grad. Date: May 2027

Bachelor of Business Administration in Finance Grad. Date: May 2024

EXPERIENCE

Comerica – Dallas, TX

Corporate Accounting Intern June 2024-Present

- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Evaluate taxpayer finances to determine tax liability, using knowledge of interest and discount rates, annuities, valuation of stocks and bonds, and amortization valuation of depletable assets.
- Examine whether the organization's objectives are reflected in its management activities, and whether employees understand the objectives.
- Audit payroll and personnel records to determine unemployment insurance premiums, workers' compensation coverage, liabilities, and compliance with tax laws.
- Review taxpayer accounts, and conduct audits on-site, by correspondence, or by summoning taxpayers to office.
- Compute taxes owed and prepared tax returns, ensuring compliance with payment, reporting, or other tax requirements.
- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans.

UTRGV Marketing Department – Brownsville, TX

Graduate Assistant August 2023-June 2024

- Assisted with content creation and posting for platforms such as UTRGV Messenger, the UTRGV Calendar, and UTRGV Announcements on Microsoft Teams as directed.
- Organized and maintained files of digital content and assets (i.e., graphics, word documents, etc.).
- Prepared publications of newsletters as directed, assisted with special projects, and responded to emails.
- Attended and assisted at events as a Public Relations Department representative for support purposes when available.

PROFESSIONAL MEMBERSHIPS

National Society of Accountants, *Member* August 2024-Present

American Accounting Association, *Member* August 2024-Present

SKILLS

Languages: Bilingual (English and Spanish)

Computer: Microsoft Office (Teams, Outlook, Word, PowerPoint, Excel, etc.)

Education Resume

One West University Blvd. Edinburg, TX 78520 | Victor.vaquero@utrgv.edu | (956) 665 – 2243

OBJECTIVE

Education student with 2 years of experience in postsecondary education seeking an employment opportunity in the Edinburg school district to gain experience for future career.

EDUCATION

The University of Texas Rio Grande Valley (UTRGV) – Edinburg, TX

Bachelor of Arts in Interdisciplinary Studies, Bilingual Edu. Anticipated Grad. Date: May 2030

CERTIFICATIONS

BTLPT - Spanish, Passed

EC-6 Bilingual Education Supplemental, Passed

PPR-EC-6 TeXes, Pending Grades

PROFESSIONAL EXPERIENCE

PSJA Memorial ECHS – Alamo, TX

Student Teacher

June 2024 – Present

- Confer with parents, administrators, testing specialists, social workers, and professionals to develop individual educational plans (IEPs) for students' educational, physical, and social development.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.
- Collaborate with other teachers that provide instruction to special education students to ensure that the students receive appropriate support.

UTRGV Math Department – Brownsville, TX

Teaching Assistant

August 2023 – June 2024

- Distribute tests and homework assignments and collect them when they are completed.
- Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Maintain computers in classrooms and laboratories and assist students with hardware and software use.

PROFESSIONAL MEMBERSHIPS

UTRGV Bilingual Education Student Organization (BESO), *Member* August 2024 – Present

SKILLS

Languages: Bilingual (English and Spanish)

Computer: Microsoft Office, Teams, Zoom

Engineering Resume

One West University Blvd. Edinburg, TX 78520

Victor.vaquero@utrgv.edu

(956) 665-2243



OBJECTIVE

Engineering student with 4 years of experience in programming and with database knowledge in coding languages seeking an employment opportunity in security to gain experience for future career.

EDUCATION

The University of Texas Rio Grande Valley (UTRGV) Edinburg, TX

Bachelor of Science in Mechanical Engineering

Anticipated Grad. Date: May 2030

- Accolades (GPA/Scholarships/Honors)

PROJECTS

- Give the title of your project, what you learned and what you did.
- Highlight skills, competencies, and languages used and how they were applied.

PROFESSIONAL EXPERIENCE

NASA – Houston, TX

Mechanical Engineer

June 2024-Present

- Directed 40+ projects over a year going over resolving design and operational errors.
- Assessed 60+ project requirements for correct and accurate information to guarantee first-time results of industrial processing systems.
- Measured and evaluated the accuracy of 40+ mechanical engines and components for designing by using Autodesk AutoCAD Civil 3D.
- Collaborated with 100+ clients and managers to produce budgets, time limits, and specifications for blueprints of projects specializing in industrial systems.
- Investigated 60+ pieces of equipment to ensure reliability and safety for all types of users such as beginner engineers.

PROFESSIONAL MEMBERSHIPS

UTRGV Society of Hispanic Professional Engineers, *Member*

August 2024-Present

UTRGV American Society of Mechanical Engineers, *Member*

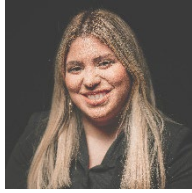
August 2024-Present

SKILLS

Languages: Bilingual (English and Spanish)

Computer: Microsoft Office, Teams, Zoom

Engineering Software: Mastercam CAD/CAM, SolidWorks, Mintab, Lindo, Ampl, Simio, RSLogix500



Fine Arts Resume

One West University Blvd. Edinburg, TX 78520

Victor.vaquero@utrgv.edu

(956) 665-2243



OBJECTIVE

Fine Arts student with 3 years of experience in graphic design and with expansive knowledge in branding, seeking an employment opportunity in marketing to gain experience for future career.

EDUCATION

The University of Texas Rio Grande Valley (UTRGV) – Edinburg, TX

Bachelor of Arts in Fine Arts

Anticipated Grad. Date: May 2030

- Accolades (GPA/Scholarships/Honors)

PROFESSIONAL EXPERIENCE

Freelance Artist – Edinburg, TX

Self-Employed

June 2024-Present

- Collaborate frequently with the Charles and Dorothy Clark Art Gallery and many other artists to inspire a friendly community.
- Design and develop numerous paintings for various clients according to specifications, including personal portraits, marketing images, and stylized paintings for offices by using digital painting techniques and gaining commission profit margins.
- Create custom artwork for over 50 clients marketing materials including brochures, brand images, and logos by using perspective skills.
- Perform Hamlet using Projecting and Blocking skills for large amounts of people and created a compelling atmosphere which resulted/reflects in .
- Develop self-understanding of physical capabilities and limitations and chose techniques accordingly.
- Design backdrops for community plays by utilizing different kinds of artistic media.

EXHIBITIONS

UTRGV Solo Acrylic Painting Exhibition: Vaquero and Proud – Edinburg, TX

May 2023

PRODUCTIONS

UTRGV Ballet Folklórico – Edinburg, TX

May 2023

SKILLS

Languages: Bilingual (English and Spanish)

Computer: Microsoft Office, Teams, Zoom, Adobe Photoshop, Apple Final Cut Pro, Samba

Liberal Arts Resume (Anthropology)

One West University Blvd. Brownsville, TX 78520

Victor.vaquero@utrgv.edu

(956) 665-2243

OBJECTIVE

Liberal arts student seeking an employment opportunity to gain experience and contribute to an organization's growth.

EDUCATION

The University of Texas Rio Grande Valley (UTRGV) – Brownsville, TX

Bachelor of Arts in Anthropology

Anticipated Grad. Date: May 2030

EXPERIENCE

Smithsonian Institution – Washington D.C.

Louise Lamphere Intern

June 2024-Present

- Collect information and make judgments through observation, interviews, and review of documents.
- Research, survey, or assess sites of past societies and cultures in search of answers to specific research questions.
- Write about and present research findings for a variety of specialized and general audiences.
- Assess archeological sites for resource management, development, or conservation purposes and recommend methods for site protection.
- Collect artifacts made of stone, bone, metal, and other materials, placing them in bags and marking them to show where they were found.
- Gather and analyze artifacts and skeletal remains to increase knowledge of ancient cultures.

UTRGV Financial Aid Office – Brownsville, TX

Work Study/Student Assistant

August 2023-June 2024

- Assisted students with questions regarding their FAFSA, allocated financial aid, and more.
- Directed students to appropriate departments within the university as needed.
- Utilized communication skills to assist families and newly admitted students regarding university procedures.

PROFESSIONAL MEMBERSHIPS

American Anthropology Association, *Member*

August 2024-Present

UTRGV Anthropology Club, *Member*

August 2024-Present

UTRGV Cross Linguistics Undergraduate Board, *Member*

August 2024-August 2025

SKILLS

Languages: Bilingual (English and Spanish)

Computer: Microsoft Office, IBM SPSS Statistics, MATLAB, Structure query language SQL

Masters Resume

One West University Blvd. Brownsville, TX 78520

Victor.vaquero@utrgv.edu

(956) 665-2243

OBJECTIVE

Master's student seeking an employment opportunity to gain experience for a future career.

EDUCATION

The University of Texas Rio Grande Valley (UTRGV) – Brownsville, TX

Master of Accountancy

Anticipated Grad. Date: May 2030

Bachelor of Business Administration in Finance

Grad. Date: May 2024

EXPERIENCE

Comerica – Dallas, TX

Corporate Accounting Intern

June 2024-Present

- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Evaluate taxpayer finances to determine tax liability, using knowledge of interest and discount rates, annuities, valuation of stocks and bonds, and amortization valuation of depletable assets.
- Examine whether the organization's objectives are reflected in its management activities, and whether employees understand the objectives.
- Audit payroll and personnel records to determine unemployment insurance premiums, workers' compensation coverage, liabilities, and compliance with tax laws.
- Review taxpayer accounts, and conduct audits on-site, by correspondence, or by summoning taxpayers to office.
- Compute taxes owed and prepared tax returns, ensuring compliance with payment, reporting, or other tax requirements.
- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans.

UTRGV Marketing Department – Brownsville, TX

Graduate Assistant

August 2023-June 2024

- Assisted with content creation and posting for platforms such as UTRGV Messenger, the UTRGV Calendar, and UTRGV Announcements on Microsoft Teams as directed.
- Organized and maintained files of digital content and assets (i.e. graphics, word documents, etc.).
- Prepared publications as directed, assisted with special projects, and responded to emails.
- Attended and assisted at events as a Public Relations Department representative for support purposes when available.

PROFESSIONAL MEMBERSHIPS

National Society of Accountants, *Member*

August 2024-Present

American Accounting Association, *Member*

August 2024-Present

SKILLS

Languages: Bilingual (English and Spanish)

Computer: Microsoft Office (Teams, Outlook, Word, PowerPoint, Excel, etc.)

NO WORK EXPERIENCE RESUME

Victor.vaquero@utrgv.edu
(254) 123-4567
City, State

OBJECTIVE

UTRGV student seeking an on-campus part-time employment opportunity to develop skills and gain experience for a future career.

EDUCATION

The University of Texas Rio Grande Valley
Major: Ex. *Accounting*; Minor: Spanish

Expected Graduation: May 2023
Overall GPA: 4.0

PROJECTS

Data Modeling Management

January 2019

Group Organizer

- Conducted what-if analyses of reports and charts based on real-world data.
- Shared findings with a team of peers to create a working database.

ACTIVITIES & ACHIEVEMENTS

Kappa Kappa Gamma

August 2018-Present

- Managed \$31,000 Spring 2019 budget and invested \$10,000 of idle funds in appropriate high-yielding capital notes returning 5% over the year.
- Raised \$10,000 while coordinating sorority fundraising efforts by selling various apparel goods.

UTRGV Homecoming Steering Committee

May 2018

- Assisted in planning of homecoming parade and recruited 25 parade drivers to engage 700+ people.
- Decorated, advertised, and prepared for all homecoming activities over a 72-hour period.

Provost's Gold Scholarship

May 2018

- Awarded \$7,000/year for academic performance and maintaining 3.0 minimum cumulative GPA.

SKILLS

Technical Skills: [List software experience/proficiency and programming languages—Excel, Visio, etc.]

Languages: Fluent in [xx]; Conversational Proficiency in [xx]

REFERENCES

Available upon request

EDUCATION

University of Texas Rio Grande Valley School of Medicine – Edinburg, TX Anticipated Graduation:
Doctor of Medicine MO/YEAR

Activities/Honors/Awards:

Radiology Interest Group – Co-President MO YEAR-Present

- Organize, schedule, and evaluate a 10-week elective course providing 20 medical, dental, pharmacy and nursing students with an introduction to the practice of radiology.

Fay-Gee Scholarship MO YEAR

- Awarded \$12,000 scholarship to a rising 3rd year student for excellence in service and academics.

Dean's Summer Research Fellowship MO YEAR

- Earned \$3200 stipend for proposal meeting community needs: "Name of Proposal Here."

Robin Locke Medical Scholarship MO YEAR

- Recognized for academic performance, MCAT score, and contributions to pre-medical program.

University of California, Berkeley – Berkeley, CA

Bachelor of Science in Molecular Biology MO/YEAR

RESEARCH EXPERIENCE

University of Texas Rio Grande Valley, Edinburg, TX

Department of Radiology and Biomedical Imaging – Researcher MO YEAR-Present

- Advisor, James Broden, MD; "Sensory and motor cortical interactions in complex voluntary movements."
- Assess the efficacy of optical imaging to track tumor growth in 3 animal models of prostate cancer using cell culture, cell labelling, optical imaging, and mouse femoral vein injection techniques.

Department of Medicine, Division of Hospital Medicine – Project Director MO YEAR-MO YEAR

- Advisor, Pat Benet, MD, MPH; "Quality of Care for Hospitalized Vulnerable Elder and Post-Discharge Mortality."
- Produced first statewide survey to describe prevalence and organizational characteristics of internists in Texas.
- Planned, implemented, and coordinated survey using multiple data collection methods to elicit feedback from 20 chief executive officers and hospital group leaders.
- Designed and maintained project database.

PUBLICATIONS & PRESENTATIONS**Peer-Reviewed Journal Articles**

Brown M, Buddy A, Pincavage AT, Prochaska M, Dahlstrom M, Beitling K, Oyler J. Post discharge mortality among elderly patients. Journal of the American Geriatrics Society. 2018 Oct; 135(11): 218-223. Cited in PubMed; PMID: 24384104.

Buddy A, Oyler, J. Quality of Care for Hospitalized Vulnerable Elders and Post-Discharge Mortality. JAMA (e-pub ahead of print). 2020 Feb; in press.

Oral Presentations

Buddy A, Oyler J. (2019) Quality of Care for Hospitalized Vulnerable Elders and Post-Discharge Mortality. Society of General Internal Medicine Conference; Orlando, FL.

Poster Presentations

Buddy A, Oyler J. (2020) Hospitalized Vulnerable Elders and Post-Discharge Mortality: An Analysis. Society of Hospital Medicine Conference; Austin, TX.

WORK EXPERIENCE

University of California, Berkeley – Berkeley, CA

MO YEAR-MO YEAR

Teaching Assistant

- Taught 2 courses in Physics I, assisting 40 undergraduate students on each course.
- Facilitated examination review sessions, graded problem sets and held weekly office hours.

VOLUNTEER EXPERIENCE

5th Street Homeless Clinic, Harlingen, TX

MO YEAR-MO YEAR

Student Coordinator/Volunteer

- Triageed 30 ethnically diverse patients ages 16-60 with acute and chronic conditions.
- Conducted physical examinations and obtained histories.
- Co-facilitated an open-ended, weekly support group for a year for men with health and psychiatric issues.

PROFESSIONAL ASSOCIATIONS

Society of Interventional Radiology

MO YEAR-Present

Radiological Society of North America MO YEAR – Present

American Medical Association MO YEAR – Present

SKILLS & INTERESTS

Bilingual – English and Spanish (Fluent in both – read, write, speak)

Aviation: Private pilot's license, single engine, 85 hours flight experience, 0000-Present

Triathlon: Finisher, Ironman Hawaii, 0000; Team in Training Member, raised \$16,000 for the Leukemia and Lymphoma Society and completed the Gulf Coast Half-ironman triathlon, 0000

School of Nursing Resume

123 Career Lane Edinburg, TX 78539 ▪ (956) 555-0000 ▪ student@utrgv.edu

EDUCATION

The University of Texas Rio Grande Valley - Edinburg, TX

Anticipated Graduation:
May 20XX

Bachelor of Science in Nursing

Activities

Student Nurse Organization

Fall 20XX - Present

RELEVANT EXPERIENCE

Rio Grande Regional Hospital - Edinburg, TX.

January 20XX-Present

- Administered medication and assisted twenty clients with personal care and daily activities.

Life Care Rehabilitation Center - Edinburg, TX

June-August 20XX

- Provided full care for eleven clients and assisted in physical therapy.

McAllen Medical Behavioral Health Center - McAllen, TX

August-December 20XX

- Implemented therapeutic communication with clients and collaborated in 12 group sessions.

Rio Grande Regional Hospital - McAllen, TX

January-May 20XX

- Performed physical examinations of newborns and mothers.
- Educated clients about health issues and increased health awareness by fifteen percent.

Mission Regional Hospital - Mission, TX

September-December 20XX

- Arranged client assignments for seven team members.

WORK EXPERIENCE

Corpus Christi Athletic Club - Corpus Christi, TX

August 20XX-April 20XX

Manager / Aquatic Attendant/ Swim Instructor

- Supported operational procedures such as opening and closing venue, handled customer service issues, and pool maintenance.
- Planned / created and contacted swim lesson plans for individual and group.

Multnomah Athletic Club - Portland, OR

February-August 20XX

Lifeguard / Swim Instructor

- Trained 15 new employees and enforced rules and regulations.
- Created swim lesson plans that reflected the need of 10% of individual students in group settings.

VOLUNTEER EXPERIENCE

Edinburg Children's Hospital, Edinburg, TX

December 20XX

- Collected over 90 toys for sick children and took the gifts to them along with some caroling.

Castle Medical Center - Corpus Christi - TX

February 20XX-December 20XX

- Wellness Center and Emergency Response

SKILLS

Bilingual - English and Spanish (read, write, speak)

Microsoft Office - PowerPoint, Excel, Word

CPR certification

EDUCATION**University of Texas Rio Grande Valley School of Medicine – Edinburg, TX**

Anticipated Graduation:

Doctor of Podiatric Medicine

MO YEAR

Bachelor of Science – Biology

MO YEAR

Activities/Awards:

American Podiatric Medical Association – Resident Member

MO YEAR-Present

American College of Foot and Ankle Surgeons – Resident Member

MO YEAR-Present

American Association of Podiatric Practice Management – Resident Member

MO YEAR-Present

Iota Phi Theta Fraternity - Member

MO YEAR-Present

Chief Wound Care Fellow

MO YEAR-Present

Most Compassionate Physician by Nursing staff

MO YEAR

PROFESSIONAL EXPERIENCE**Texas Foot & Ankle Clinic – San Antonio, TX**

MO YEAR-Present

Podiatrist

- Successfully treated over 1,500 patients with various foot and ankle conditions, leading to a 95% satisfaction rate among patients at Arkansas Foot and Ankle Clinic.
- Effectively managed a team of 10 staff members, including medical assistants and office personnel, which led to a 20% increase in clinic efficiency and patient satisfaction.
- Implemented a new electronic medical record system, resulting in a 34% reduction in paperwork and administrative tasks, allowing for more time for patient care.
- Conducted a comprehensive patient education program, leading to a 50% decrease in preventable foot and ankle complications among diabetic patients at the clinic.

RGV Foot & Ankle PLC – Harlingen, TX

MO YEAR-MO YEAR

Associate Podiatrist

- Successfully treated over 250 patients with various foot and ankle conditions, including bunions, plantar fasciitis, and foot fractures, resulting in a 90%/c, success rate and improved patient satisfaction.
- Implemented a new patient education program that increased patient understanding of their conditions by 75%/4, leading to better treatment adherence and outcome rates.
- Streamlined clinic workflow by introducing electronic medical records, reducing appointment wait times by 30% and increasing overall clinic efficiency, allowing for an additional 15 patients to be seen per week.

Conway Foot Clinic – Mission, TX

MO YEAR-MO YEAR

Podiatry Resident

- Successfully treated over 500 patients with various foot and ankle conditions, including plantar fasciitis, bunions, and diabetic foot ulcers, contributing to a 95% patient satisfaction rate at Conway Foot Clinic.
- Streamlined the clinic's patient evaluation process by implementing a new electronic medical record system, reducing paperwork by 60% and increasing daily patient capacity by 20%.
- Led a team of junior residents in a foot health awareness campaign that reached over 1,000 community members, resulting in a 30% increase in preventative care appointments at the clinic.

VOLUNTEER EXPERIENCE**Family Healthcare Clinic – Weslaco, TX**

MO YEAR-MO YEAR

- Performed basic podiatry services for underserved/underprivileged patients within the community.

Health Drive Organization – Edinburg, TX

MO YEAR-MO YEAR

- Provided education and awareness to patients on iatrogenic injuries and podiatric diseases and disorders.
- Monitored patients and reported reactions to any medications or treatments.
- Reviewed insurance forms, pre-authorizations, and referrals to determine patient coverage eligibility.

PROFESSIONAL ASSOCIATIONS

American College of Podiatric Sports Medicine Member

MO YEAR-Present

ACCOMPLISHMENTS

OSHA and HIPPA compliance assistant Officer

MO YEAR

Educational/Training on Good Clinical Practice Certificate

MO YEAR

Patient Preparation for ECG'S Certificate for completion

MO YEAR

"Protecting Human Research Participants" Certificate of completion

MO YEAR

Clinical Research Coordinators Certificate of Completion

MO YEAR

SKILLS

Microsoft Office – Word, Excel, PowerPoint; Outlook; OneDrive, SharePoint; Teams & Zoom

Certifications/Licenses:

- Drug Enforcement License
- ABPS Board qualified – forefoot surgery
- CPR/First Aid certification
- Blood Smears, ESR, Venipuncture
- Medical Terminology, Centricity
- Insurance Verification
- ICD-9/ CPT Coding

SCIENCE RESUME

Victor.vaquero@utrgv.edu | (254) 123-4567 | City, State

OBJECTIVE

Current medical student with an emphasis on pediatric care and diagnostics, looking to further develop practical skills and apply academic and field training to assist patients.

EDUCATION

The University of Texas Rio Grande Valley (UTRGV)

Expected Graduation: May 2027

Major: Ex. *Science*; Minor: *Spanish*

Overall GPA: 4.0

EXPERIENCE

Green Leaf Chemicals

August 2022-Present

Lab Technician

- Synthesize organic compounds on both small and large scales.
- Create encrypted database for compiling lab results of plant dissections and distillation.
- Collaborate with state authorities to control disease outbreaks in farm crops.

PROJECTS

Microbiology Research

January 2019

Researcher

- Surveyed the field of microbiology with emphasis on bacteria, fungi, algae, protozoa and viruses and microbiology of soil, water, foods, and industry.
- Conducted laboratory work will include staining, growing, biochemistry, characterization, and control of bacteria with a general survey of other microorganisms.

ACTIVITIES & ACHIEVEMENTS

UTRGV Medical Laboratory Science Student Organization

August 2018-Present

- Managed \$1,000 Fall 2023 budget and invested \$500 of idle funds in appropriate high-yielding fundraisers returning a 5% profit over the year.
- Donated \$2,000 while coordinating organization fundraising efforts by selling various goods.

UTRGV Homecoming Steering Committee

May 2018

- Assisted in planning of homecoming parade and recruited 25 parade drivers to engage 700+ people.
- Decorated, advertised, and prepared for all homecoming activities over a 72-hour period.

Provost's Gold Scholarship

- Awarded \$7,000/year for academic performance and maintaining 3.0 minimum cumulative GPA.

ADDITIONAL SKILLS

Technical Skills: [List software experience and programming languages–Mutagenesis, Data Entry, Etc.]

Certifications & Training: [Any extra courses or programs relevant to Science/Career]

Languages: Fluent in [xx]; Conversational Proficiency in [xx]

Social Work Resume

One West University Blvd. Brownsville, TX 78520

Victor.vaquero@utrgv.edu

(956) 665-2243

OBJECTIVE

Social work student seeking an employment opportunity to gain experience for a future career.

EDUCATION

The University of Texas Rio Grande Valley (UTRGV)

Brownsville, TX

Bachelor of Social Work in Social Work

Anticipated Grad. Date: May 2030

EXPERIENCE

American Heart Association Office of Health Equity

Dallas, TX

Intern

June 2024-Present

- Participating as part of an x-functional team that represents a variety of career stages/expertise.
- Working with a variety of data sources and trends strategy documents while providing input to other creative ways to think about the work.
- Reviewing past/present events to develop and help drive storytelling tools/resources.
- Helping develop reports and resources that were utilized by internal/external partners.

UTRGV Human Resources

Brownsville, TX

Work Study/Student Administrative Assistant

August 2023-June 2024

- Assisted administrative personnel with email requests, review of prior history for UTRGV employees, and filing records.
- Performed administrative duties related to Human Resources within the office.
- Maintained and managed private employee information in online and physical files.
- Managed and oversaw incoming emails, hiring documents and online scanned files.
- Interacted with employees via email and phone, addressing any questions or concerns.

PROFESSIONAL MEMBERSHIPS

UTRGV Social Work Student Association, *Member*

August 2024-Present

UTRGV Active Minds, *Member*

August 2024-Present

UTRGV American Sign Language Club, *Member*

August 2024-November 2025

SKILLS

Languages: Bilingual (English and Spanish)

Computer: Command Systems ComServe, Adobe Systems Adobe PageMaker, MEDITECH

University College Resume

One West University Blvd. Brownsville, TX 78520

Victor.vaquero@utrgv.edu

(956) 665-2243

OBJECTIVE

University College student seeking an employment opportunity to gain experience for a future career.

EDUCATION

The University of Texas Rio Grande Valley (UTRGV)

Brownsville, TX

Undeclared

Anticipated Grad. Date: May 2030

EXPERIENCE

Brasfield & Gorrie, LLC.

Dallas, TX

Student Intern

June 2024-Present

- Gaining an understanding of the construction process
- Participating in quantity takeoff/quantity estimating
- Preparing transmittals for distribution for project documentation
- Assisting in jobsite setup, permitting, and closeout

UTRGV Marketing Department

Brownsville, TX

Work Study/ Communications Assistant

August 2023-June 2024

- Collaborated with a team regarding content creation and helped with posting for platforms such as UTRGV Messenger, the UTRGV Calendar, and UTRGV Announcements on Microsoft Teams as directed.
- Organized and maintained files of digital content and assets (i.e., graphics, word documents, etc.).
- Assisted with special projects, responded to emails, prepared publications and newsletters as directed.
- Attended and assisted at events as a Public Relations Department representative for support purposes when available.

PROFESSIONAL MEMBERSHIPS

UTRGV Art Club, *Member*

August 2024-Present

UTRGV Cadet Club, *Member*

August 2024-Present

UTRGV American Sign Language Club, *Member*

August 2024-November 2025

SKILLS

Languages: Bilingual (English and Spanish)

Computer: Microsoft Office (Teams, Outlook, Word, PowerPoint, Excel, etc.)