

Objective

Bilingual (Spanish/English) doctorate student with MA degree in Evolutionary Anthropology, and dental assistance and HR experience

Highlights

- Reliable and punctual
- Neat, clean and professional
- Organized
- Work well with others
- Fluent in Spanish
- Patient and friendly
- Attention to detail

Education

Doctorate: Health and Behavioral Sciences 2020 - ongoing
University of Colorado Denver, Denver, CO

Ongoing; GPA 4.0; Teaching assistant for undergraduate courses; Advised by Dr. David Tracer and Dr. Ivan Ramirez; Member of Dean's Student Advisory Council.

Masters: Evolutionary Anthropology 2018 to 2020
California State University Fullerton, Fullerton, CA

GPA 4.0; Graduate Assistant for and advised by Dr. John Patton; Recipient of Outstanding Student Scholarly and Creative Activities Award 2020.

Bachelor of Science: Evolutionary Anthropology 2013 to 2016
University of New Mexico, Albuquerque, NM

Minor in Psychology; Major GPA 3.77; Recipient of full-ride scholarship through the National Hispanic Recognition Program; Graduated early.

Sanisera Archaeology Institute, Cuitadela, Menorca, Spain 2015

Excavated 6th Century Roman necropolis in the field; Collected, organized, and analyzed human remains in the lab; worked in groups or with partners; excavated with precision and patience so as to not break any bones; analyzed bones for inconsistencies/damage/disease and organized them by type; cleaned bones carefully and thoroughly.

Experience

The Evaluation Center (graduate assistant) 08/2020 – ongoing

- Scheduling and conducting telephone interviews with clients receiving treatment through the State Opioid Response Grant
- Entering data into online federal reporting system
- Tracking SOR client contacts and attempted contacts in internal database
- Reporting on data collection and entry status
- Building relationships with SOR clients



- Handling sensitive health information
- Coordinating with other team members via email and weekly team meetings
- Qualitative data analysis using qualitative analysis software
- Quantitative data analysis
- Developing data summaries
- General support to other staff on SOR projects

Field work experience

05/28/2018 to 07/01/2018

- Spent a month in my advisor's field site in Conambo, Ecuador, doing research for my thesis with Achuar and Quichua people
- Collected census data of everyone in the community
- Collected photo ranking and network data
- Collected saliva and fecal samples from women of the community as well as daily samples of their chicha
- Analyzed data using SPSS and UCINET for my thesis
- Presented thesis poster at American Psychosomatic Society virtual conference 2020

CSUF Human Resources – Diversity, Inclusion & Equity Programs and Academic Talent Management (student assistant)

11/25/2018 to 6/30/2020

- Work with team members on planning, executing and assessing programs and initiatives designed to meet institutional strategic priorities related to faculty recruitment and retention
- Schedule meetings, interviews, or phone calls between staff/faculty members
- Conduct and compile research on relevant topics
- Provide assistance with training, including in-session support and curriculum design
- Assist with faculty recruitment and hiring process by completing such tasks as reviewing position announcements and providing the final information necessary before sending out position announcements
- Develop protocols for my tasks to prepare for succession
- Provide office task support such as photocopying, printing, and scanning documents

Rocky Mountain Dental Group (dental assistant/surgical technician) 03/20/2017 to 12/01/2017

- Prepared treatment room for patients by following prescribed procedures and protocols
- Prepared patients for dental treatment by welcoming, comforting, seating, and draping patients
- Provided instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments.
- Provided materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
- Provided diagnostic information by pouring, trimming, and polishing study casts.
- Maintained patient confidence and protects operations by keeping information confidential.
- Maintained dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Assisted in surgeries by preparing ops for treatment, providing instrumentation and materials to dentist, and providing comfort and assistance to patients throughout procedure.

Lobo Beast, Albuquerque, NM (server/bar back)

09/2016 to 11/2016

- Recorded customer orders and repeated them back in a clear, understandable manner.
- Took necessary steps to meet customer needs and effectively resolve food or service issues.



- Served bar and tables fresh, hot food in a timely manner.
- Communicated clearly and positively with co-workers and management.
- Quickly and efficiently processed payments and made accurate change.
- Performed general maintenance duties such as mopping and sweeping floors, cleaning bathrooms, and wiping down tables.
- Followed all established restaurant practices and procedures.

Daniel's Café, Los Alamos, NM (cashier/server/food maker)

08/2012 to 07/2013

- Correctly received orders, processed payments, and responded appropriately to guest concerns.
- Prepared and served beverages such as shakes, smoothies, tea, and fountain drinks.
- Prepared foods such as hot and cold sandwiches, salads, and ice cream cakes.
- Carefully maintained sanitation, health, and safety standards in all work areas.
- Cleaned food preparation areas, cooking surfaces, and utensils.
- Performed general maintenance duties, including mopping floors, washing dishes, and wiping counter tops and tables.