

# Larisa Botello

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## OBJECTIVE

To obtain a job opportunity where I can use and maximize my experience, strong organizational skills, educational background, and ability to work well with people.

## EDUCATION

The University of Texas Rio Grande Valley

Edinburg, TX

**Bachelor of Science in Computer Science with a minor in Business Administration**

GPA: 3.57

Anticipated Graduation Date: May 2017

- Honor: Dean's List, Fall 2014 and Spring 2015

South Texas College

McAllen, TX

**Associate of Arts in Interdisciplinary Studies**

GPA: 3.85

Graduated: May 2014

- Honor: Magna Cum Laude

## EXPERIENCE

Walmart

Customer Service

April 2016 - Present

- I provide customer service and help maintain sales floor and register organized and clean to ensure customer satisfaction. I am currently working in layaway department and am responsible of filing the store copies of customer receipts and storing the merchandise that is put on layaway.

UIL Department, La Joya Independent School District

La Joya, TX

UIL Coordinator's Assistant

August 2014 – March 2016

- Complete final tabulation and assist coordinator with ensuring the competition runs smoothly and successfully. Use Microsoft Excel spreadsheet to keep track of school's score points.

Shoe Carnival

McAllen, TX

Customer Service

February 2014 – June 2015

- Provided exceptional customer service, maintained sales floor and organized shoes to ensure customers found merchandise easily and cash handling. Assigned employee of the month for three different months within a year.

UTRGV U-PREP Program

Edinburg, TX

Residential Advisor

June 2015

- Supervised the students who were staying at the dorms and ensured their well-being and safety. Provided these students with academic tutoring necessary for their success. Ensured the students had a fun and rewarding experience at the summer camp.

## LEADERSHIP & VOLUNTEER EXPERIENCE

Instructor at Church

2015 – 2016

- Bible study instructor – elementary to high school students

Secretary for Institute of Electrical and Electronics Engineers

2015 – 2016

- Keep all meeting records and serve as point of contact for members

Mission Regional Medical Center

Summer 2012 and 2013

- Assist registration clerks and nurses while consistently providing customer service

## SKILLS

Language: Fluent in English and Spanish (Read, Write and Speak)

Computer: Proficient with Microsoft, Internet, Windows, Unix/Linux.

Miscellaneous: I am an enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly adapt new concepts.