Nataly Salinas   (956) 376-1149

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EDUCATION

The University of Texas Rio Grande Valley – Edinburg, TX   Anticipated Graduation:

Bachelor of Science in Electrical Engineering   August 2019

   Activities

   Texprep Club   2015 – 2016

   Institute of Electrical and Electronics Engineers   2015 – 2016

The Science Academy of South Texas

Distinguished Plan - GPA: 3.2   June 2015

VOLUNTEER EXPERIENCE

The University of Texas-Pan America - Edinburg, TX

Tex-Prep - Office Assistant & Mentor   May – August 2014

- Pre-freshmen Engineering Summer Program for one summer (98 hrs.).
- Tutored middle and high school students in math, physics, and engineering.
- Helped the program coordinators to communicate with parents and plan with staff.
- Shared my experiences as a former Tex-Prep student and mentored the fourth year students

WORK EXPERIENCE

The University of Texas Rio Grande Valley – Edinburg, TX

Tex-Prep 2nd year Coordinator   May – August 2016

- Responsible for creating assigning Tex-Prep projects
- Evaluate how well the projects were constructed
- Substitute Mentor when needed
- Help with office work

Tex-Prep Mentor   May – August 2015

- Supervising and relaying information to students in Tex-Prep Program
- Organized weekly projects for students
- Tutored Tex-Prep students
- Assisted coordinators in assigned projects

Tex-Prep Office Attendant   January – December 2015

- Provided excellent customer service, responding to inquiries from students and parents
- Assist in the preparation for various events and summer programs throughout the year
- Work with databases, creating and updating excel spread sheets whenever needed
- Assist in registration and administer exams

SKILLS

Microsoft Office - Excel, Word, Power Point, Publisher

Computer programs - Autodesk Inventor, Java, Alice, RoboPro, Revit Architectural Program

Adobe Photoshop, Windows Moviemaker

Bilingual: Spanish & English – Fluent in both read, write, speak