Mario Cerda

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https://lh4.googleusercontent.com/CAP9N4u04UpC-e3kd5gipff3hBCaU070XXTVB5e8llvre4WWmw-LqY1RRebZTKvmSTMVYuE8KZa-bOj4toVJo9Rzp-v4gSF5IblpuOCEvmB3Aigu6xJhFfhdq-9QEHdMyK6Iw7smario.cerda01@utrgv.edu

OBJECTIVE

*Dedicated and self-motivated individual seeking a part time or full time position where my skills and education can be beneficial.*

EDUCATION

UNIVERSITY OF TEXAS RIO GRANDE VALLEY, Edinburg TXAug. 2013- Current

**BACHELOR OF SCIENCE: Computer Science** GPA: 3.3

SOUTH TEXAS COLLEGE, McAllen TX Sep. 2011 - Dec. 2013

**ASSOCIATE OF APPLIED SCIENCE: Culinary Arts** GPA: 3.9

SKILLS

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Java
* C++
* Organized
* Self-Directed
* Time management
* Reliable and punctual
* Excellent telephone etiquette

**Language:** Bilingual- English and Spanish

WORK EXPERIENCE

UNIVERSITY OF TEXAS RIO GRANDE VALLEY, Edinburg TX      Aug. 2013 – Current

Health Services: Office Aid-Work Study

* Assist in scheduling appointment for patients
* Answer phone calls and assist with appropriate solution
* Organize patient’s charts and file medical records
* Assist with record keeping of all transactions using an Excel Spreadsheet daily
* Monitor payments, errors, and make necessary corrections
* Prepare and reconcile accounting reports
* Update and replace documents with appropriate changes

SOUTH TEXAS COLLEGE, McAllen TX Nov. 2012 – Jun. 2013

Student Clerk:

* Assist with food preparations on a daily basis
* Organized utensil and food for easy access for customers
* Monitored all expiration date for packaged food
* Maintained a clean environment for all customers