

Alexa D. Reyna-Carrillo

1301 Crossing Pl Apt 1531 | Austin, TX 78741

956-543-9615 | alexa.reynacr7@gmail.com

EDUCATION

The University of Texas at Austin, Austin, TX

Bachelor of Science and Arts in Biology / Bachelor of Arts in Spanish

Fall 2019

4th year / Senior

EXPERIENCE

Robin Healthcare, Austin, TX

July 2019 – Present

Virtual Medical Scribe

- Assist doctors virtually by writing medical notes so they spend more time with the patient rather than typing on a computer
- Gain familiarity of a doctor-patient encounter and apply professionalism skills

It's Time Texas – Stronger Austin, Austin, TX

March 2019 – June 2019

Soccer Coach / After School Instructor

- Promote health and wellness by teaching nutrition lessons and exercise for them to make healthier choices
- Train elementary students to improve their soccer skills to develop their leadership, patience, and teamwork
- Complete weekly lesson plans to provide children with fun trainings with nutrition knowledge

University of Texas – Texas Interdisciplinary Plan (TIP), Austin, TX

August 2017 – August 2019

Mentor

- Meet with a group of incoming freshmen to help them in their transition from high school to college
- Assess students for several needs such as study skills and mental health problems and referred them to the appropriate services on campus
- Educate students with different campus resources, health and fitness tips, and time management abilities

Austin Radiological Association, Austin, TX

November 2017 – May 2018, Present

Shadower

- Observed integration between technological and medical care
- Completed HIPAA compliance training to respect trust of patient-doctor relationship
- Achieved professionalism by observing conversations between doctors for the benefit of patients

American Eagle Outfitters, Brownsville, TX

June 2017- January 2018

Retail Sales Associate

- Cultivated a customer-focused shopping environment by greeting and responding to all customers in a friendly manner
- Completed setup, breakdown, and product preparation for promotional displays and in-store demonstrations
- Fostered a positive work environment by consistently treating all employees and customers with respect

ORGANIZATIONS & COMMUNITY INVOLVEMENT

Hispanic Health Professions Organization, Austin, TX

January 2017 - Present

Active Member

- Attend general body meeting to absorb information about health professions and medical schools
- Participate in Preceptorship Program where the opportunity to shadow doctors is earned
- Volunteer at the nursing home every Friday night playing bingo and spending time with them

HEB Feast of Sharing, Brownsville, TX

- Served a meal to the homeless and those in need during Thanksgiving time

High School Coordinator for field trips and events, Brownsville, TX

- Planned trips to visit prestigious universities in the northeast by making the itinerary and calling for arrangements

Can, Clothes, Toy, and Hygiene drives, Austin, TX

- Donate these items at least once a year to homeless shelters or people from underserved communities

SKILLS

Technical /Computer Skills: can type at least 60 WPM

Languages: Spanish – can speak, read, and write, English - can speak, read, and write

Other Skills: Patience, teamwork, professionalism, responsibility, quick and eager learner, integrity and trust, respect