

ALLEE RAMIREZ

Austin, TX•78705•alleeramirez.97@gmail.com

EDUCATION

THE UNIVERSITY OF TEXAS AT AUSTIN

Bachelor of Science in Biology
Pre-Health Professions Certificate

Expected May 2020

EDINBURG NORTH HIGH SCHOOL

Distinguished Graduate

June 2016

PROFESSIONAL EXPERIENCE

Outback Steakhouse

Austin, Texas

June 2019-Present

Host/Server

- Manages front of house guests
- Provides customer service
- Serves food/beverages to guests

Mad Science

Austin, Texas

February 2018-Present

Party Performer/ Aid

- Performs science experiments to children and parents
- Provides a fun and understandable explanation for the experiments
- Creates a fun and creative environment for science related questions to take place

Mad Science

Austin, Texas

May 2018-August 2018

Summer Instructor

- lead students through an inquiry-based discovery method involving instructor demonstrations, hands-on activities and amazing take-home projects
- Provides a fun and understandable explanation for the experiments
- Creates a fun and creative environment for science related questions to take place
- Instructed for 8 hour days

PCARP Intern/Senior Intern

Austin, Texas

August 2017-May 2019

(Pre-College Academic Readiness Programs)

- Assisted in university campus tours
- Loaded over 500 flash drives with necessary documents
- Accommodated in day to day operations
- Facilitated with data imputation through Microsoft Excel

Target Corporation

McAllen, Texas

April 2016-August 2016

Cashier

- Managed all transactions including exchanges and returns
- Maintained thorough knowledge of store merchandise to provide advice to customers.
- Handled customer service issues
- Maintained the organization of front lanes
- Monitored checkout stations

Mission Tile

Edinburg, Texas

June 2014-August 2014

Secretary

- Handled incoming phone calls
- Maintained money box
- Filed invoices

ORGANIZATIONS & LEADERSHIP

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University Leadership Network Mentee	UT Austin	August 2016-Present
Tips Scholar Mentee	UT Austin	August 2016-Present
PCARP Senior Intern	UT Austin	August 2018-May 2019
Science National Honor Society Parliamentarian	Edinburg North HS	September 2014-May 2016
DIRT CLUB Historian	Edinburg North HS	August 2014-May 2016
Ronald McDonald Family House Volunteer	Edinburg Children's Hospital	August 2014-Present

SKILLS/ CERTIFICATES

- Certified in Microsoft Word
- Certified in Microsoft PowerPoint
- Certified in Microsoft Excel

REFERENCES

Amy Lay Program Administrator	PCARP Internship	512-426-4386
Adrianna Hagan Supervisor/Owner	Mad Science	512-892-1143
Brittany Cavazos Executive Team Leader	Target Corporation	956-994-1815