**ANA CARDENAS**

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• San Antonio, Texas 78250 • (210) 218-6144

**EDUCATION**

**The University of Texas at Austin** Biology May 2020

**University of Texas at Tyler** Coordinated Admission Program (CAP) 2016-2017

**Work EXPERIENCE**

**Vista Eye Associates**- *Referral Coordinator;* San Antonio, Texas June 2017 – August 2017 *Vista Eyes Associates is a private practice for two ophthalmologists* June 2018- August 2018

* Tasked with calling patients to set up appointments December 2018- January 2019
* Strong customer service skills
* Displayed strong organizational skills when tasked with filing patient charts
* Collaborated with fellow team members on project execution

**Dennis Uniform**- *Sales Representative;* San Antonio, Texas June 2016- August 2016

Dennis Uniform is a store that provides uniforms to local private schools.

* Provided help to customers as they came in.
* Folded the clothing in the store.
* Kept store clean and organized.
* Cashier when needed.

**Mission Road**- *SOAR Assistant;* San Antonio, Texas June 2015- August 2015

Mission Road is a housing and education facility for people and children with mental disabilities.

* Worked with kids from the age of 4-18.
* Helped with Arts & Crafts.
* Helped with Education.
* Helped with Physical Activity.
* Helped with Community Service.

**Medical Assistant**-*ProloAustin; Austin, Texas* February 2019-Present

**ACADEMIC PROJECTS**

**Freshman Research Initiative** – *University of Texas at Austin*Spring 2018

* Gained insight on the function of DHX35 gene by studying the proteins it interacts with Fall 2018

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

**Pre-Physician Assistant Society** - Member Spring 2018 - Present

* Professional society at the University of Texas at Austin for students pursuing the career of a physician assistant
* Volunteered with fellow peers at the Micah 6 food shelter
* Learned valuable skills and professionalism

**Texas Bluebonnets** - Member Fall 2017 - Present

* All female honor and spirit group at the University of Texas at Austin
* Engaged in various volunteering activities such as raising money and awareness for the Boys and Girls Club of Austin • Showcased school spirit by attending UT Austin athletic events

**Campus Activities Board (CAB)** – Secretary  Fall 2016 – Spring 2017

* Compiled weekly meeting minutes
* Recorded member attendance at meetings
* Collaborated with fellow CAB colleges with event preparation and teardown

**HONORS**

* President’s Honor Roll (2 semesters) Fall 2016 – Spring 2017

**ADDITIONAL INFORMATION**

**Computer Skills:** MS Word, Excel, PowerPoint

**Certifications:** Pre-Health Profession Certificate for science majors (in progress)

**Interests:** Animals, Medicine, San Antonio Spurs, Traveling

**Work Eligibility:** Eligible to work in the U.S. with no restrictions