

ANDREW GILLOCK

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3115 Helms St Unit 205 • Austin, TX 78705 • (210) 749-3019

EDUCATION

The University of Texas at Austin	Bachelor of Science and Arts, Biology Minor: Business Certificate: Pre-Health Professions Overall GPA: 3.64	May 2022
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EXPERIENCE

Innovative Eyecare – Optometric Technician; Austin, TX	May 2020 – Present
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- Perform preliminary eye testing and contact lens insertions/removals on patients
- Provide information daily to patients about various insurance options
- Utilized essential customer service skills to effectively communicate with patients

The University of Texas at Austin Office of the Provost – Student Associate; Austin, TX	February 2020 – August 2020
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- Coordinated 10+ telephone calls per hour for multiple staff members to help maintain office organization
- Tracked the purchase payment history for numerous invoices that were billed to the office
- Maintained and updated spreadsheets to keep track of spending

JW Marriott Hill Country Resort and Spa – Recreation Attendant; San Antonio, TX	May 2019 – August 2019
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- Communicated scheduled events, rules, and policies with hotel guests
- Organized written reports to provide management with updates of weekly events
- Coordinated 15+ recreational events weekly to provide guests with hotel activities

Olive Garden – Busboy and Waiter; San Antonio, TX	March 2017 - August 2018
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- Monitored other team members as head busboy to ensure untroubled work experiences
- Trained new employees to provide an understanding of job expectations
- Resolved issues with guests to produce the best quality dining experience

LEADERSHIP EXPERIENCE AND ACTIVITIES

Longhorn Wrestling Club – Treasurer	Fall 2019 – Present
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- Participate in multiple volunteer events across Austin to help the local community
- Fundraise to support charities and future events within the organization
- Recruit new members through marketing tactics including tabling, social media, and flyers

Longhorn Club Tennis Team – Active Member	Fall 2018 - Present
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- Organize weekly practices with 20+ members
- Motivate members to exercise and return to practice to achieve fitness-related goals
- Compete in 2-3 tournaments around Texas each school year

HONORS

• University Honors	Spring & Fall 2020
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ADDITIONAL INFORMATION

Computer Skills: SQL, Python, MS Excel, R Studio

Interests: Data science, Basketball, Tennis

Relevant Courses: Biostatistics, Computational Biology, Intro to Finance, Management Information Systems