2760 Parkview Terrace Apt 2D **Caridad Rivera** ccrive10@gmail.com

Bronx, New York 10468 (929) 423-0115

EDUCATION **St. Lawrence University** **May 2014**

Bachelor of Arts, Canton, NY

Major: Anthropology with Pre-Medical Track

LICENSES **New York State Property and Casualty**

**New York State Life and Health**

RESEARCH  **Research Assistant**, *Biology Department, Dr. Alex M. Schreiber* **January 2013 – August 2013**

* Studied the metamorphic physiological aspects of *Xenopus Laevis* (African Clawed Frog). Observed change in tail length after treatment of tadpole with T3 hormone.
* Gained competency in Micro-dissection microscope and Leica CM1950- Cryostat laboratory equipment.
* Compiled statistical analysis of data of the tail length development to check for statistical variation.

WORK **Sales Agent,** *State Farm Insurance* **March 2015 —Present**

EXPERIENCE420 Lexington Avenue, New York, NY

* Offer, explain and sell personal and commercial insurance (auto, home, business, life).
* Manage all phases of the sales cycle, from prospecting to close and follow-up support.

**Receptionist,** *Dyckman Dental Services* **July 2014 — September 2016**

153 Dyckman Street, New York, NY

* Answered, screened, and directed inbound phone calls.
* Alphabetically organized patient charts and made appointments.

**Intern,** *St. Lawrence University Language Resource Center* **August 2011—May 2014**

23 Romoda Drive, Canton, NY

* Assisted students and professors with minor technical difficulties.
* Answered phones, created excel spread sheets for language professors with class schedules.

**Intern,** *Columbia University Medical Center* **Summer 2011**

630 West 168th St, New York, NY

* Collaborated with the program coordinator of the Obstetrics and Gynecology department at the New York Presbyterian Hospital.
* Organized conferences and documents for previous and incoming OB/GYN residents.

SKILLS Microsoft office, Adobe Photo Shop, Adobe Illustrator, Adobe InDesign, HTML/CSS

LANGUAGES Spanish/English

WEBSITE https://github.com/caridadrivera