

Caroline Wiesen

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EDUCATION

The University of Texas at Austin

May 2021

B.S.A., Biology • Secondary Teaching Certificate in Composite Science • 3.79 GPA

EXPERIENCE

After Hours Kids, Austin, TX

November 2017 – December 2018

Medical Assistant

- Assisted in daily office duties such as scheduling office visits, checking in patients, taking vitals, and recording patient information
- Handled patient financial transactions and information
- Responsible for patient paperwork

Pine Cove Woods, Tyler, TX

May 2018 - June 2018

Counselor

May 2019 – June 2019

- Mentored families and kids concerning their spiritual and emotional needs
- Participated in on the job training in problem solving, work ethic, interpersonal communication, and vision casting
- Counselor work included experiences in leadership, self-discipline, and team dynamics

Babysitting, Austin and Houston, TX

January 2014 - Current

- Watched and cared for an average of three kids for various families

LEADERSHIP/ACTIVITIES

Young Life, Austin, TX

Vandegrift High School Leader

April 2018 - Current

- Mentor high school girls and committed up to 10 hours a week
- Help organize weekly club which consists of leading activities and spiritual discussion
- Co-leads weekly small group meeting to discuss emotional and spiritual state

Chi Omega Sorority, Austin, TX

Member and Sisterhood Support Team

August 2017 – Current

- Participates in weekly chapter meetings, philanthropic events, and various sisterhood activities
- Led new members in transitioning into active status
- Assisted in planning of events for new members throughout the 2018-2019 year

SKILLS

Tae-Kwon-Do: 3rd degree Black Belt and specialized in self-defense

Languages: Conversational Spanish