***Maria Torres***

# ACADEMIC GOAL

Seeking opportunities in higher education as it relates to college admissions, scholarships and internships that support career aspirations in the field of Medicine and with a hope to pursue a career as a gynecologist.

# EDUCATION

*University of Florida*, 205 Fletcher Dr., Gainesville, FL 32611 08/2018 - Present

## Bachelor’s Degree - General Education (BS) Expected grad year: 2021

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| --- | --- |
| *Seminole State College of Florida*, 100 Weldon Dr., Sanford, FL 32773 | 08/2016 – 08/2018 |
| **Associate of Arts Degree - General Education (AA)**  • 3.5 GPA on 4.0 Scale |  |
| *Middlesex High School*, 300 John F Kennedy Dr., Middlesex, NJ 08846 | 09/2012 – 06/2016 |
| **Completed High School Diploma with Honors**  • 4.2 GPA on 4.0 Scale |  |

# AWARDS AND ACHIEVEMENTS

* Became CNA Certified in February 2020
* Became CPR Certified in January 2020
* Acknowledged on the ***University of Florida’s Dean’s List and President’s List*** in Fall 2018.
* Completed participation in the ***Biology Book Club*** in Spring 2017.
* Acknowledged on the ***Seminole State Dean’s List and President’s List*** in Fall 2016, Fall 2017, and Spring 2018.

# HONORS

* Accepted membership in Seminole State’s chapter of ***Phi Theta Kappa Honor’s Society*** in Fall 2017.
* Admitted into the ***Seminole State College STEM Certificate Program*** in Spring 2017.
* Selected for admission into the ***Grindle Honors Institute*** in Spring 2017.

# LEADERSHIP EXPERIENCE

*Seminole State College of Florida*, Sanford, FL 09/2016 – 08/2018

## Vice President, Hispanic Student Association (HSA), 04/2017 – 04/2018

* Coordinate weekly meetings with 10-20 active members and maintain ongoing communication.
* Create PowerPoints that include a complete agenda and direct icebreakers for each meeting while occasionally guiding members throughout main club activities such as cooking classes.

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* Keep social media platforms updated with information/reminders regarding meeting times, upcoming events, fun facts, and pictures showing what we have accomplished.
* Build relationships with restaurant vendors to assist in supplying food for campus wide events that involve up to 100 people, such as “Dia de la Hispanidad” where the main objective is to provide the campus with food to sample from eight Hispanic countries.

## Member, Hispanic Student Association (HSA), 09/2016 - 04/2017

* Volunteered to represent HSA during on-campus and off-campus school functions, such as the Hispanic Chamber Food and Wine Festival and Seminole State Speaker Series.
* Created trifolds for the Hispanic Cultural Experience event with a group of three other people where my focus was to research information on a Hispanic country to put on the poster board.
* Engaged in weekly meetings every Thursday from 12:30 pm to 1:30 pm where I participated in diverse activities such as cooking classes, dance classes and arts/crafts.

## Volunteer Coordinator, Seminole State Volunteers (SSV) Leadership Team 16, 04/2017 – 12/2017

* Coordinated the International Coastal Clean Up event at New Smyrna Beach by working in partnership with an oceanography professor, recruiting 12 volunteers and maintaining ongoing communication with the team by providing reminders by both email and text.
* Contact multiple community agencies such as the Hope Community Center, Farm Worker’s Association, and Seminole Education Restoration Volunteering (SERV) program.
* Gain leadership skills through ongoing training and development through “The 7 Habits of Highly Effective People” by Stephen Covey, Myers Briggs Personality Type, and four-year university ideals behind creating better student involvement (global citizens).
* Participate in weekly three-hour meetings to discuss the status of the team’s volunteer events, learning objectives for each service event, and other current/relevant events that may be happening in our community or world.
* Attended a two-day SSV training to include team development/personality types, team building

exercises, and team/individual performance feedback.

# VOLUNTEER SERVICE

*Florida Hospital, Altamonte, FL* 07/2017 – 07/2018

## Central Supply Assistant

* Assist by making 5-10 deliveries of supplies by floor, sanitizing different carts/supplies and restocking materials.
* Maintain communications between nursing staff for supply and delivery between departments and report back to the department that deliveries were completed.
* Completed training related to department processes, materials and getting to know the team within Central Supply, such as administrative and support roles.

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*Adult Day Center of Somerset County,* Bridgewater, NJ 07/2016 – 08/2016

## Care Assistant

* Assisted elderly women and men (some suffering from illnesses such as Alzheimer’s) in standing/sitting down, entertain through conversation and assist at activity stations.
* Served food during lunch time to each person and placed special orders for people who required specific dietary attention.

*First Presbyterian Church of Dunellen,* Dunellen, NJ 03/2010 – 06/2016

## English Classes and Computer Classes: Teaching Assistant

* Reviewed various parts of the English language with a group of 30 students, ages ranged from 15 to 50, by reciting the English alphabet, annunciating words carefully, reading paragraphs aloud, and helping with spelling.
* Assisted alongside a team of 2 other teachers where we each spread ourselves out to work one on one with the individual adults who needed help understanding computer skills such as typing, how to get on the internet, searching on Google, searching on YouTube, writing in Word, Excel, and PowerPoint.

# WORK EXPERIENCE

*Seminole State College of Florida, Sanford, FL* 06/2018 - 08/2018

## Student Life Receptionist

* Guided students, parents, faculty, and other guests around the campus when they were lost.
* Answered questions that individuals had when visiting the campus.
* Performed departmental tasks such as getting the mail, receiving phone calls, and individual tasks that were made by supervisors in my department.

*University of Florida, Gainesville, FL* 09/2018 – 09/2019

## OPS position in the department of Psychiatry

* Scan confidential files of the psychiatry MD faculty into a secure online storage.
* Throw out old files that have expired (before a certain fiscal year).
* Maintain a system of checks and balances for departmental expense reports and travel authorization requests.
* Pick up mail for the psychiatry billing department and deliver it to the appropriate faculty.

# SKILLS & ABILITIES

* Languages: Bilingual (Spanish and English)
* Computer: Microsoft Word, Excel and PowerPoint
* Time Management: Keep schedule and planner updated to be responsive and punctual
* Social Media: Snapchat, Facebook, Instagram, Twitter, and the Remind app.

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# EXPERIENTIAL LEARNING

*Hispanic Chamber of Commerce Metro Orlando,* Orlando, FL 08/2017

## Hispanic Business Conference

* Connected with organizations in the Orlando area that showed interest in the Latino community, while representing Seminole State College and HSA.
* Exchanged contact information with past alumni from Seminole State to support ongoing communications for both College and club.
* Attended an info session that focused on the different ways to market to millennials.

*Seminole State College – Student Life,* Leesburg, FL 03/2017, 02/2018

## Leadership Retreat

* Participated in the Spring 2017 Leadership Retreat with a group of 60 students to learn more about leadership, styles of leadership, MBTI personality types and personal strengths/weaknesses.
* Completed different activities within a smaller team of up to six people to include team building exercises and providing constructive feedback individually to one another.

*Rutgers University,* New Brunswick, NJ 05/2016

## Cadaver Lab

* Attended a field trip, exclusive to students who had taken Advanced Placement (AP) Biology, to a university cadaver lab with 12 other high school students organized by the AP Biology teacher.
* Examined multiple cadavers that were organized by body systems such as the cardiovascular system, muscular system, nervous system, skeletal system, reproductive system, digestive system, and pulmonary system.
* Observed the differences between healthy organs and organs which had suffered diseases such as lungs that had been examined from a healthy man versus lungs that had succumbed to the deadly results of cigarette smoke.