

CYNTHIA KULAK

Cynthia.kulak@gmail.com

1515 Wickersham Ln, Apt. 354A • Austin, TX 78741 • (979) 533-6001

EDUCATION

| | | |
|--|---|-----------------|
| The University of Texas at Austin | Bachelor of Science and Arts, Biology Health Communication Minor Overall GPA: 3.3 | May 2020 |
|--|---|-----------------|

RELEVANT EXPERIENCE

| | |
|--|-------------------------------|
| Austin Nature and Science Center – Docent Volunteer; Austin, TX | October 2019 – Current |
|--|-------------------------------|

- Created various activities and signs to educate the 100+ guests that visit each day on habitats, behaviors, diet, and conservation
- Collected data on the animals by making ethograms to report to the keepers
- Organized bones, skulls, pelts, feathers, and other animal products to use for display and education

| | |
|---|---------------------------|
| Little Cause-Players – President; Austin, TX | May 2019 – Current |
|---|---------------------------|

- Coordinated volunteering opportunities at children's hospitals on a monthly basis
- Partnered with other non-profits to enhance the experience children face in a medical setting
- Performed as popular fictional characters to spread joy to children and their families

| | |
|---|-----------------------------|
| College of Natural Sciences – Cambronne Lab Research Assistant; Austin, TX | March 2019 – Current |
|---|-----------------------------|

- Researched the relationship between the Legionnaires' disease bacterium and environmental host protozoa, and how this interaction influences disease manifestation in humans
- Presented detailed information of findings to other lab members during weekly meetings
- Used critical thinking and independent decision making to determine experimental methods

| | |
|---|---------------------------------|
| The Walt Disney Company – Disney College Program-Housekeeping; Orlando, FL | July 2016 – January 2017 |
|---|---------------------------------|

- Performed excellent communication skills by interacting with guests and other cast members from around the world
- Created and maintained positive visual enhancements while providing exceptional guest service
- Employed time-management skills to guarantee responsibilities were accomplished before guests returned to rooms

ADDITIONAL EXPERIENCE

| | |
|---|--------------------------------|
| McCombs School of Business - Front Desk Receptionist; Austin, TX | January 2020 – May 2020 |
|---|--------------------------------|

- Communicated with employers from 40 different companies recruiting for the Masters students to ensure each interview ran smoothly
- Compiled employer contact information for staff and students for follow-up questions or thank you letters
- Ensured all rooms remained presentable between interviews by being detail-oriented

| | |
|---|------------------------------------|
| Office of Undergraduate Studies – Transfer Interest Group Mentor; Austin, TX | August 2018 – December 2019 |
|---|------------------------------------|

- Directed weekly seminars to inform and assist new transfer students
- Incorporated leadership and interpersonal skills to make students feel welcomed and supported
- Utilized resources to facilitate relationships between students, advisors, and faculty

| | |
|--|----------------------------|
| Texas Transfer Students – President; Austin, TX | May 2018 – May 2019 |
|--|----------------------------|

- Guided and informed new students on campus to foster relationships and assist in their academic pursuits
- Awarded Best Academic Organization and Most Improved Organization by the Dean of Students' Swing Out Awards
- Lead Executive Meetings and General Assembly Meetings for over 75 members

| | |
|--|------------------------------------|
| McCombs School of Business – Student Worker in MBA Program Office; Austin, TX | August 2017 – December 2018 |
|--|------------------------------------|

- Maintained and updated confidential student data forms
- Applied exceptional interpersonal skills to assist colleagues and students
- Managed University-wide correspondence

Additional

Skills: MS Word, Excel, PowerPoint, RStudio, Python

Interests: Fishkeeping, Baking, Theater, Calligraphy