Edgardo Montemayor

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EXPERIENCE

Junior Volunteer 2013 - 2016

Medical Center Healthcare System | Odessa, TX

Responsible for day-to-day help desk operations including patient tracking and timely resolution, as well as providing assistance to medical staff in various departments.

Key Responsibilities:
- Maintain sterility of facilities and medical equipment
- Aid staff in patient care and support
- Oversee deliverance of files, packages, and equipment around the hospital

Arts and Crafts Station Leader at Vacation Bible School (Volunteer) 2013 - 2015

St. Elizabeth Ann Seton | Odessa, TX

Oversaw arts and crafts activities for the children attending vacation bible school.

Key Responsibilities:
- Create and guide children in art projects that instill moral and ethical values
- Setup and clean stations through the course of the program

Activity Supervisor at Gregory Gymnasium 2019 - 2020

University of Texas at Austin | Austin, TX

Supervised and conducted the various day-today processes at the gym.

Key Responsibilities:
- Oversee the maintenance and security of various sections in the facility
- Manage the opening and closing of the building
- Check out and clean equipment
- Admit patrons into the facility
- Assist patrons and other faculty in miscellaneous activities
- Perform first aid and CPR if necessary

EDUCATION

Odessa High School | International Baccalaureate Diploma Graduate and Advanced Placement Scholar 2017
- GPA: 3.7
- Graduated #8 in Academic Top Ten
- President of High School Music Club
- National Honor Society Member

University of Texas at Austin | Bachelor of Science and Arts in Biology Expected May 2021
- Current GPA: 3.4664
- Classification: Senior
- Minor: Music

SKILLS

Languages
- English (fluent)
- Tagalog (native language)
- Spanish (4 years in high school)

SKILLS (Continued)

Health
- Basic first aid and CPR (acquired through Activity Supervisor position)