

Eric Yarbrough

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EDUCATION

The University of Texas at Austin

05/2020

B. A., Anthropology | Minor in Government

EXPERIENCE

UT Aerospace Engineering- Student Assistant; Austin, TX

09/2019 – 11/2019

- Assisted guests in person and over the phone
- Managed building operations: repairs, classroom arrangements, & supplies
- Organized mail and package tracking process

Dell Medical School- HR Student Associate; Austin, TX

01/2017 – 05/2019

- Coordinated with multiple departments of the medical school
- Oversaw HR outlook inbox, new hire orientation, HIPAA tracking, and office supplies
- Assisted in new hire on-boarding efforts and the organization of personnel files
- Manage purchase orders and payment vouchers

DHFS- Food Server; Austin, TX

09/2016 – 12/2016

- Helped resolve food concerns and educate customers on the options available
- Active role in assisting cooks
- Heavy cleaning responsibility

ACTIVITIES

Texas Fuego- Member, UT Austin

01/2017 – 05/2018

- Working with the community to beautify the UT campus
- Supporting diversity and the intersectionality of Latinidad
- Building a sense of unity with peers of different backgrounds

Austin Film Festival- Volunteer Intern; Austin, Texas

03/2019 – 04/2019

- Bookkeeping efforts and organization of pro-card receipts
- Writing biographies for actor interviews

SKILLS

Technical: Smartsheets, Workday, UT Marketplace, HTML, CSS, JavaScript, Git

Languages: Fluent in Spanish