

# Gabriella Cerrato

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## EDUCATION

**The University of Texas at Austin**

May 2021

*B.S.A., Biology • Certificate in Business Foundations*

## Relevant Coursework

**Business Law and Ethics, McCombs School of Business, UT Austin**

- Understand legal rules and ethical guidelines especially as they relate to business decisions
- Improve analytical thinking skills

**Government, College of Liberal Arts, UT Austin**

- Understand the roles and purpose of the different branches of government
- Understand the various processes associated with each branch of government

## EXPERIENCE

**University Housing and Dining – UT Austin, Austin, TX**

June 2019 – June 2020

*Office Assistant*

- Assisted in cash audits of the university's dining halls to ensure cash handling and record keeping was adequate
- Created over-short reports for each dining hall to monitor and analyze the transactions that took place

**Kinsolving Housing and Dining, UT Austin, Austin, TX**

September 2018-December 2019

*Office Assistant*

- Completed food service records to monitor and analyze the amount of food produced and served in the dining hall
- Filed invoices and merchandise transfers for the dining hall to help in inventory record keeping
- Helped organize themed meal events in the dining hall

## Activities

**Project SEED – UT Austin,**

August 2018 – January 2019

*Office Research Assistant*

- Coordinated interviews to conduct research on the social, emotional, and educational development of students who are the children of Mexican immigrants and are the primary translators for their parents
- Documented interviews and interviewer trainings that took place to use for planning and data analysis by the project

## SKILLS

- **Computer:** Adobe Creative Suite, Microsoft Office
- **Statistical Software:** R
- **Programming Language:** Python

## Languages:

- **Spanish:** some reading, listening, and writing comprehension