Berenice Hinostroza

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# Education

## BACHELor of science | august 2016-may 2019 | University of North texas at dallas

* Major: Biology Minor: Psychology
* Dean’s list every semester GPA: 3.7 out of 4.00 Magna Cum Laude

## high school diploma | aug. 2012-may 2016 | Yvonne A. Ewell townview magnet center

* Attended Rosie M. Collins Sorrells School of Education and Social Services
* GPA: 3.8 out of 4.00 Rank: 5 out of 71 Graduated with high honors

# Skills & Abilities

Management Sales Communication Basic Life Support and CPR certified

Customer service Bilingual (Spanish and English) Proficient with Microsoft Word & PowerPoint

# Leadership

* League of United Latin American Citizens (LULAC) member
* UNT Dallas National Society of Leadership and Success member
* UNT Dallas Girls Helping Girls member
* UNT Dallas Biology Club member

# Experience

## Personal attendant | Company | august 2017 - present

* Assisted a young woman who suffers from Lennox-Gastaut syndrome (LGS) with daily activities such as bathing, dressing, preparing meals, and basic housekeeping
* Medication assistance

## Research interviewer | nielsen | february 2017 – january 2018

* Managed large amounts outbound calls in a timely manner
* Followed strict guidelines for obtaining consistent unbiased data
* Persuaded reluctant respondents to participate in surveys and diaries

## Assistant branch Manager | subway | may 2016 – february 2017

* Performed paperwork duties and assisted with product orders and inventory
* Supervised daily operations to ensure that food safety, product preparation, cleanliness and inventory control standards are maintained.

## General sales assistant | bodas y quinceaneras | february 2016 – may 2016

* Maintaining outstanding store condition and visual merchandising standards
* Ensured high levels of customer satisfaction through excellent sales service