**Cindy Nicole Herrera**

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**Summary of Qualifications**

Looking to obtain a position with a company that will help me advance my growth and development. Quick learner willing to go above and beyond for any task. Excellent organizational, time management, and adaptability skills. Able to work independently and with diverse populations. Experienced with Microsoft Office (Word, Excel, and PowerPoint).

**Education**

**Texas Woman’s University**  Anticipated Graduation: August 2019

Bachelor of Science in Health Studies – Community Health

**Mountain View Community Service** May 2019

Associate of Science

**Relevant Courses**

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| --- | --- |
| * Program Evaluation | * Grant Writing |
| * Medical Terminology | * Program Planning |
| * Stress Management | * Environmental Health & Safety Education |

**Professional Experience**

Intern. | American Heart Association- Community Impact May 2019 – Present

* Build a network of meaningful volunteer partnerships to advance the mission of the American Heart Association
* Plan and execute projects assigned by lead to ensure timely completion
* Manage reporting/analytics for projects as needed
* Generate/review bi-weekly production status
* Strong project management and/or organizational skills including problem solving techniques.

Student Health Assistant | Texas Woman’s University August 2018 – May 2019

* Trained in HIPPA confidential laws and procedures
* Experience with programing events as well as assistance in during health programs throughout the TWU campus.
* Produce flyers and surveys for health programs such as Health Relationships and Wellness Wednesdays.
* Organized health events such as Sexual Health Awareness, and Mental Health Awareness.
* Carries out multiple tasks, such as maintaining the data for grant requirements and inputting evaluations.

Caregiver | Visiting Angels February 2017 – May 2019

* Assisted clients with personal care services such as oral care, bathing, toileting, dressing, and grooming.
* Trained in lift/transfer to assist with mobility.
* Light housekeeping including laundry, dishes, and vacuuming.
* Assisted with transportation to appointments, activities, errands, and shopping.
* Planned, prepared, and served meals.

**Co-Curricular Activities**

Peer Advocates Teaching Health

* Certified in National Association of Student Personnel Administrators.
* Lead and oversee in the stress management program, promoting stress awareness throughout the campus.
* Receive training in various health topics such as, healthy relationships, stress management, and mental health.
* Assist with program planning of events promoting health.

Sigma Lambda Alpha Sorority Inc.

* Actively involved in the Boys and Girls club of America.
* Spring 2019 Campus Activities Chairwomen, planning events for students like Getting Involved and Sexual Tips.
* Collaborated with many different organizations to give back to the community.