Heather Marie Seiders

1300 Crossing Place #336 | Austin, TX 78741 | (361) 720-1998 | hmseiders@gmail.com

# Education

* Currently enrolled at The University of Texas at Austin Austin, TX
  + Major: Biology
  + Minor: Business
* Graduated from Bishop High School Bishop, TX

# Work Experience

## April 2019 – Present

### Seasonal Sales Associate | James Avery Artisan Jewelry | Austin, TX

## Demonstrated guest service skills

* Assisted guests with their purchase at point of sale
* Provided knowledgeable service to guests on product information
* Assisted in overall store presentation

## September 2018 – April 2019

### Technician | CryoFit Recovery and Wellness | Austin, TX

## Effectively communicated services, technology, and terminology

## Safely operated machines/equipment during client appointments

## Regularly communicated with clients in person and over the phone

* Made appointments, processed transactions, and file documents

## June 2017 – August 2017

### Secretary | Law Office of Francisco Alvarez | Kingsville, TX

## Regularly communicated with clients in person and over the phone

* Handled monetary goods
* Operated word processing software

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## June 2017 – July 2017

### Volunteer | Colston Family Physical Rehabilitation and Wellness Center | Kingsville, TX

* Assisted and observed the physical therapist when working with patients
* Cleaned and sanitized each work table and other equipment after each use
* Performed simple exercises with patients when supervised by the physical therapist

## March 2015 – April 2016

### Referee | Kingsville Youth Soccer Organization | Kingsville, TX

* Maintained standards of play during each game
* Inspected equipment used and/or examined participants in order to ensure compliance with safely regulations
* Inspected soccer field before games
* Filed important documents

# Skills

* Communicating with others
* Able to remain calm during stressful situations
* Proficient in Microsoft Office
* Capable of basic math skills
* Can type 44-46 words per minute
* Can lift 25 pounds

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# References

***Work Experience***

Francisco Alvarez

Email: [alvarezlaw95@gmail.com](mailto:alvarezlaw95@gmail.com)

Cell: (361) 720-0897

Daphne Balane, PT, DPT

Email: [daphne.restificar@christushealth.org](mailto:daphne.restificar@christushealth.org)

Cell: (361) 455-6958

***Character Reference***

Leticia Salas, PT

Email: lsalas@bishopcisd.net

Cell: (361) 455-2245

Velia Freeman, PTA

Cell: (361) 522-5740