

# Berenice Ortiz-Garcia

347-557-5674 | Bronx, New York | bortizg000@citymail.cuny.edu | [www.linkedin.com/in/berenice-ortiz-garcia](https://www.linkedin.com/in/berenice-ortiz-garcia)

## EDUCATION

**The City College of New York**, Manhattan, NY

Expected Graduation: May 2023

B.S. in Economics | Minor: Computer Science

- **Relevant Coursework:** Accounting, Microeconomics, Macroeconomics, Principles of Management, Calculus, Chemistry, Biology, MIT Courseware (Cloud, HTML, Python, Java script)
- **Extracurriculars:** Percy Ellis Sutton Seek Program, Women in Computer Science Club, Sci-Fi Gaming & Animation Club

**Harry S. Truman High School**, Bronx, NY

September 2015 – May 2019

High School Diploma | Cumulative GPA: 4.0, Ranked Top 5% in Class of 500 Students

- **Awards:** Principal's List 2015 - 2019, Teaching Assistant Award 2019, Outstanding Achievement in Business, School Leadership Team, National Honors Society, Health Education Award

## EXPERIENCE

**DiMeo Schneider & Associates**, New York, NY

July 2020 – August 2020

**Intern**

- Shadowed senior consultants and learned about research methods and strategies for retirement plans, nonprofit organizations, and financial institutions
- Rotated through the technology, human resources, and accounting departments to learn about methods to safeguard assets, cultivate professional relationships, and leverage technology to address client concerns
- Presented recommendations to senior management on innovative ideas to foster a robust relationship with clients, including qualitative measures and portfolio diversification.

**Metropolitan Hospital**, Manhattan, NY

July 2018 – January 2020

**Family Planning and Patient Financial Services Intern**

- Translated hundreds of daily emails, letters, invitations, and phone calls from Spanish to English for patients from various Latin American countries for 25 hours per week
- Created over 100 clinic cards for patients going into surgery and provided quality patient care by making meaningful connections with patients during daily interactions

**Harry S. Truman High School**, Bronx, NY

May 2017 – June 2019

**Teaching Assistant**

- Designed lesson plans for Algebra 1 for groups of 35 students and reviewed daily assignments, ultimately achieving over 90% pass rate in the class
- Facilitated 100 individual tutoring sessions with small groups of 3-4 students for exam review

## LEADERSHIP AND HONORS

- **Fellow, America Needs You** (2020 – Present): Selected from an applicant pool of 300 first-generation college students in NYC to serve in a 2-year career development and leadership training program
- **Technology fellow, Diverse influencers** (2020 - Present): Selected as one of 39 students to participate in an academic year-long program to sharpen soft and hard skills
- **Student Leadership Team** (2018-2019): Recorded minutes and made decisions with head departments on future budget distribution for the classes of 2020 and 2021
- **Sergeant, NYPD Explorer Program** (2017-2019): Directed a group of 15 students and taught them police drills, military exercises, and best practices in various emergency scenarios
- **E.V.O.L.V.E Award** (2018): Appointed by the Bronx Supreme Court for exceptional Women
- **H.A.N.D.S Volunteer Award** (2012-2018): Distributed food and clothes to the homeless
- **Explorer of the Year Award** (2017): Outstanding leadership in Academy and leading explorer post

## SKILLS AND INTERESTS

- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint), iMovie, Adobe Premiere Pro, Python, Javascript
- **Language Skills:** English (fluent), Spanish (native)
- **Trainings and Certifications:** American Red Cross CPR 2017, Covid-19 Contact Tracing
- **Interests:** computer science, coding, investing, mental health, arthritis support group, fostering dogs