

# JADE ANDERSON

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Austin, TX • (214) 693 7885

## EDUCATION

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<b>The University of Texas at Austin</b>	BSA, Biology & BA, Sustainability Studies	May 2021
Overall GPA: 3.51		

## EXPERIENCE

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<b>Devils River Conservancy</b> – <i>Database Developer Intern</i> ; Austin, TX	July 2019 - December 2019
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- Executed a project focused on sweeping, reviewing, and compiling over 600 journal articles, legislative bills, historic archives and other documents regarding the Devils River into a Zotero database
- Assisted the Executive Director in grant research and proposals
- Attended a research based trip to Del Rio, Texas in order to search for historic documents related to the Devils River

<b>Next Level Burger</b> – <i>Team Leader</i> ; Austin, TX	August 2019 - Present
<i>Team Member</i>	October 2018 - Present

- Serves as front of house for the restaurant, explaining our concept and fielding questions from customers
- Manages multiple stations at once, displaying multitasking & time management skills
- Received a promotion, which includes the added responsibility of balancing the register at the close of the business day

<b>Fresco's Mexicana</b> – <i>Hostess/Server</i> ; Highland Village, TX	June 2015 - February 2016, May 2018 - August 2018
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- Served up to 20 tables a night, often a mixture of large and small tables
- Effectively communicated with both the kitchen and expo in order to fulfill the customer's orders
- Trained as an expo, drink & food runner, in addition to serving

<b>Torchy's Tacos</b> - <i>Cashier</i> ; Highland Village, TX	December 2016 - July 2017
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- Organized and managed over 150 orders per shift
- Ensured issues with upset customers are managed and refined conflict resolution skills
- Evaluated cleanliness of the store and made sure it was up to customer satisfaction

## ACADEMIC PROJECTS

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<b>Freshman Research Initiative</b> - <i>Researcher for Vertebrate Interactome Mapping: University of Texas</i>	Spring 2018
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- Researched the unknown mechanisms and functions of GPATCH3 unmutated
- Worked independently, kept lab journal, learned valuable laboratory skills and received proper laboratory certifications

## LEADERSHIP EXPERIENCE AND ACTIVITIES

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<b>Campus Environmental Center</b> - <i>Member</i>	Fall 2018 - Present
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- Led volunteer groups in building and managing the CEC's Microfarm project
- Assisted in moving and setting up the 100% student run sustainable organic farm to its new half acre site

<b>UTeach Organization</b> - <i>Step One Elementary Teacher</i>	Spring 2018
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- Wrote lesson plan materials and learned education tactics which are conducive to proper student education
- Observed and taken notes on teacher's science lessons for second graders
- Hands on experience teaching electrical circuits to second graders

<b>Alpha Kappa Psi Business Fraternity</b> - <i>Member</i>	Spring 2018 - Present
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- Learned practical, professional skills such as resume building, interview skills, and networking opportunities
- Organized and fundraised for specific goals within certain timelines
- Participated in Case Competitions at a competitive level

## ADDITIONAL INFORMATION

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**Computer Skills:** MS Word, Excel, PowerPoint, Zotero, RStudio

**Interests:** Environmentalism, Politics, Cooking, Painting, Nature