**Jade Anderson**

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Austin, TX • (214) 693 7885

**EDUCATION**

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| **The University of Texas at Austin** | BSA, Biology & BA, Sustainability Studies | May 2021 |
|  | Overall GPA: 3.51 |  |
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**EXPERIENCE**

**Devils River Conservancy** – *Database Developer Intern;* Austin, TX July 2019- Present

* Executes 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
* Assists the Executive Director in grant research and proposals

**Next Level Burger** – *Team Leader;* Austin, TX August 2019- Present

*Team Member* 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

**Fresco’s Mexicana** – Hostess/*Server;* Highland Village, TX June 2015- February 2016, May 2018- August 2018

* 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

**Torchy’s Tacos** - *Cashier;* Highland Village, TX December 2016- July 2017

* 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**

**Freshman Research Initiative** - *Researcher for Vertebrate Interactome Mapping: University of Texas*Spring 2018

* 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**

**Campus Environmental Center** - *Member*  Fall 2018 - Present

* 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

**UTeach Organization** - *Step One Elementary Teacher*  Spring 2018

* 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

**Alpha Kappa Psi Business Fraternity** - *Member*  Spring 2018 - Present

* 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**

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

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