

JAMES ARELLANO-CORTEZ

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(254) 931-9207

EDUCATION

The University of Texas at Austin

Bachelor of Science and Arts in Biology

December 22, 2020

Minor in Communication studies (15 hours)

WORK EXPERIENCE

Internal Revenue Service- Wage and Investment Division- IVES- Austin, TX- Seasonal Clerk June 8, 2020- August 28, 2020

• GS-303-04 40 hours a week

• Completed various clerical duties such as sorting requests and extracting information from the IRDS system

• Used the IAT/ ITV tool in IRDS along with utilizing the TDS system

• Completed paper review of requests of tax information

• Routinely work independently to complete clerical tasks and meet production standards

UT Austin-College of Natural Science- Department of Facilities and Research-Assistant/Receptionist January 2, 2019- May 24, 2019

• Assisted faculty in securing room reservations using the online reservation system.

August 25, 2019- May 15, 2020

• Mail services - daily intake and disbursement of mail and packages.

20 hours a week

• Assisted campus visitors and new students with directions to buildings.

• Manage shifting priorities throughout the day.

Texas Parks and Wildlife- Abilene/ Lake Brownwood State Parks- Intern Clerk III

May 25, 2019- August 8, 2019

• Conducted educational programs for park visitors independently and with other TPWD staff.

40 hours a week

• Worked with volunteers frequently during park events and give directions when necessary.

• Trained in money handling and in the park reservation system.

• Assisted office staff with phone calls and customer service needs during busy times.

• Assisted staff in completing daily maintenance and landscaping maintenance tasks.

• Created and conducted the Wildflower Identification hike at Lake Brownwood

UT Austin-College of Natural Science- Department of Facilities and Research-Student Assistant

Sep 1, 2017- May 24, 2019

• Completed the inventory of scientific equipment prior to transport to surplus warehouse.

20 hours a week

• Assisted in moving scientific/office equipment to surplus with the moving crew.

• Assisted in the movement of plants and soil for the greenhouse.

• Appropriately labeled chemicals for proper environmental disposal.

RESEARCH

Freshman Research Initiative- Biobricks research stream member

January 2017- December 2018

• Learned and utilized numerous techniques that are used in a biochemistry lab.

• Collaborated with lab partner during all experiments to successfully complete experiments.

• Worked on developing Phusion DNA Polymerase for other university labs.

LEADERSHIP EXPERIENCE

Students in Medical Laboratory Science member/officer (SMLS)

August 2017-May 2019

Positions held: Vice President, Secretary, Junior Officer

Texas Interdisciplinary Plan (TIP) Scholar- University of Texas at Austin

August 2016- May 2017

• Collaborated with others while working on a research project on amylase activity

- Participated in team building exercises and learned what it means to be an effective leader
- Assisted other students in learning during collaborative study sessions

VOLUNTEER EXPERIENCE

- Lady Bird Johnson Wildflower Center- Horticulture volunteer Spring 2019

SKILLS

Computer Skills: MS Word, Excel, PowerPoint, Outlook, Windows 10, Mac OS, Gmail, Google Docs, Drive

Other skills: can operate DSLR camera