

# NEHA MOMIN

nmomin0509@gmail.com

4115 Oak Blossom Ct. • Houston, TX 77059 • (832) 800-1700

## EDUCATION

<b>The University of Texas at Austin</b>	Bachelor of Science and Arts, Biology Minor: Business GPA: 3.45	May 2021
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## WORK EXPERIENCE

<b>AP CPA PLLC - Internship;</b> Houston, TX	June 2016 – Present
<i>Houston based multi-service firm that provides a wide variety of financial services</i>	
<ul style="list-style-type: none"><li>• Organized client files such as bank statements and check stubs for easier access when doing taxes</li><li>• Scheduled client appointments and maintained weekly schedules for the CPAs</li></ul>	

<b>UNIVERSITY OF TEXAS NATIONAL INSTITUTE IN FORENSICS – Lab Leader;</b> Austin, TX	July 2017
<i>Debate camp aimed at helping students improve their speaking, and argument creation skills</i>	
<ul style="list-style-type: none"><li>• Taught students how to create arguments and find proper evidence in debate rounds</li><li>• Assisted students in developing public speaking skills</li></ul>	

## SHADOWING EXPERIENCE

<b>Dr. Wigberto Soto Obstetrics and Gynecology</b>	Summer 2019
<ul style="list-style-type: none"><li>• Observed various ultrasound checks, and well women exams to gain an understanding of women's health</li><li>• Organized medications, patient files, and appointments for clinic staff</li></ul>	

<b>Global Medical Brigades in Panama</b>	Summer 2019
<ul style="list-style-type: none"><li>• Recorded patient vitals, organized medications, and taught general health issues/prevention to patients</li><li>• Observed wellness exams, dental procedures and took patient histories</li></ul>	

## COMMUNITY SERVICE

<b>Memorial Hermann Volunteer-</b> 120 hrs.	Summer 2018
<ul style="list-style-type: none"><li>• Filed patient records, distributed medication to patient rooms, and assisted nurses with general wound care</li></ul>	

<b>Clear Lake Religious Education Center –</b> 150 hrs.	Summer 2017/Summer 2018
<ul style="list-style-type: none"><li>• Taught students between 8-12 years religious texts, supervised craft and outdoor activities</li></ul>	

<b>Dell Seton Medical Center Volunteer –</b> 150 hrs.	Fall 2018- Present
<ul style="list-style-type: none"><li>• Guided hospital visitors, assisted nurses in the ICU and ER by attending to patient needs</li></ul>	

## LEADERSHIP

<b>Alpha Phi Sigma Premedical Honor Society – Volunteer Chair</b>	Spring 2018
<ul style="list-style-type: none"><li>• Organized club volunteer events for members on campus</li><li>• Coordinated with outside organizers to provide off campus volunteer opportunities for members</li></ul>	

<b>Dell Seton College Volunteer Program – Volunteer Program Co-Chair/Trainer</b>	Fall 2016 – Spring 2017
<ul style="list-style-type: none"><li>• Trained volunteers in various service areas and managed their hours and absences</li><li>• Assisted volunteer director in onboarding new volunteers by organizing applications</li></ul>	

## EXTRACURRICULAR ACTIVITIES

<b>Ismaili Muslim Student Association</b>	Fall 2017 – Present
<ul style="list-style-type: none"><li>• Attend monthly meetings to discuss religious community engagement in healthcare, business, and sports</li><li>• Helped members in finding transportation to weekly prayers in Austin</li></ul>	

## ADDITIONAL INFORMATION

**Languages:** Fluent in Hindi and Gujarati

**Interests:** Travel, Hiking, Gardening, Pottery