

# Auriel Del Carmen

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## EDUCATION

### University of Arkansas at Little Rock

Little Rock, Arkansas | [ualr.edu](http://ualr.edu)

Bachelor of Arts in History with a Minor in Information Technology

3.95

Expected Graduation: 05/2025

Associate of Arts in General Studies

Graduated: 05/2023

## EXPERIENCES

### UA Little Rock Health Services

10/2023-Present

Little Rock, Arkansas | Extra Help Assistant | <https://ualr.edu/health/>

- Greeting patients and answering questions. Answer a multi-line telephone.
- Assists patients with check-in and completing any required forms.
- Schedule appointments using the electronic medical records system-Medicat.
- Verify insurance benefits and submit claims while maintaining compliance with HIPAA regulations and patient confidentiality.

### Clinton Presidential Library Archival Spring Fellowship

01/2023-05/2023

Little Rock, Arkansas | <https://www.clintonlibrary.gov/>

- Rotations in the research room, reference, audiovisual and textual digitization
- Holdings maintenance/description/preservation, deeds of gift
- Electronic and textual FOIA processing

### Volunteer Experience:

National History Day Regional Competition Judge | UA Little Rock | 03/2024

- Evaluated students' projects to support and inspire young historians, fostering a love of learning and creativity.

Greek Food Festival | Little Rock, Arkansas | JROTC Community Service | 05/2019.

- Assisted with event organization, supported staff, and maintained cleanliness.

War Memorial Stadium | Little Rock, Arkansas | JROTC Community Service | 10/2018.

- Maintained order, directed parking, and ensured safety during events.

## SKILLS AND HOBBIES

- Proficient in HTML, CSS, and JavaScript, with experience on GitHub and WordPress.
- Experienced with Microsoft Office and Google Workspace.
- Strong communication skills; fluency in English and Filipino.

- Passionate about Video Gaming.

## **ACCOMPLISHMENTS AND ASSOCIATIONS**

● Marine Corps JROTC	08/2018-05/2021
● JROTC Drill Team	08/2019-05/2021
● Catholic High Esports Team	02/2019-05/2019
● Community Service Award	05/2019, 05/2020
● Daedalion Medal	05/2020
● UA Little Rock Dean's List	2021-2024
● UA Little Rock Chancellor's List	2021-2024

### **Workshop 1 | PEAW 1190 UA Little Rock | Spring 2022**

#### **Creating Teams in The Workplace and Work Ethics**

- Improved communication with co-workers.
- Expanded my time management skills.
- A better grasp of important skills for teamwork and collaboration.
- Knowledgeable of how to be effective in a professional setting.
- Focused more on others and people the employee serves.

### **Workshop 2 | PEAW 1190 UA Little Rock | Spring 2022**

#### **Professional Communication in the Workplace | Attitude and Personality**

- Knowledgeable about Active Listening.
- Improved 5-Communication Skills in the workplace (oral, written, non-verbal, body posture, and vision).
- Increased levels of respect for my peers and co-workers.
- Equipped with a better respect for differences in individuals.
- Respect better the various personalities and attitudes of co-workers.
- Appreciation of cultures in different workplaces.

### **XSeries Program | HarvardX | Harvard University | Summer 2023**

#### **Prediction X: Lost Without Longitude**

- What exactly is navigation and how does it work?
- The importance of position, direction, and speed.
- The many navigational tools of the 18<sup>th</sup> century.
- How the motion of the sun and stars aids navigation.
- The history of navigation's technical advances.

### **Coursera | University of Pennsylvania (online) | Summer 2023**

#### **Nuts and Bolts of US Immigration Law**

- Understood the various means of short-term and long-term entry into the United States.
- Examined the exclusion and deportation in the United States.
- Covered the process of how to become a United States citizen and its requirements for naturalization.