**Auriel Del Carmen**

2168 Fern Valley Drive | Alexander, AR 72002 | (501) 291-8650 | aurieldc@outlook.com

**EDUCATION**

**University of Arkansas at Little Rock**

Little Rock, Arkansas | ualr.edu

Bachelor of Arts in History with a Minor in Information Technology

3.94

Expected Graduation: 05/2025

Associate of Arts in General Studies

3.94

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**

* Basic Information Technology proficiency
* Proficiency in Microsoft Office and Google Workspace
* Strong communication skills
* Fluency in English and Filipino Language
* Proficient in 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** Fall 2021-2023
* **UA Little Rock Chancellor’s List** Fall 2021, Fall 2022

**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 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 18th 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 in the United States
* Examined the exclusion and deportation in the United States
* Covered the process on how to become a United States citizen and its requirements for naturalization.