

ROY URBINA

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EDUCATION

Middlebury College

Candidate for Bachelor of Arts, Intended Political Science and Computer Science

Middlebury, VT

Expected May 2025

- **GPA:** N/A
- **Relevant Coursework:** International Politics, Intro Microeconomics, Schools and Inequality, Intro to Computing
- **Activities:** Mountain Club, Juntos, Finance Campaign Volunteer; Caraveo Campaign

High School for Law and Justice

High School Diploma

Houston, TX

September 2017 — May 2021

- **GPA:** 4.32/4.00 (weighted); Top 10% of graduating class
- **Activities:** EMERGE HISD, AJROTC, Ambassadors, Business Professionals of America, FBI Program
- **Athletics:** Intramural Soccer

EXPERIENCE

Mary Johnson Children's Center

Afterschool Child Care Program Staff Person

Middlebury, VT

October 2021 — Present

- Responsible for developing an ongoing program to meet the needs of 30+ young children.
- Create an environment in which children are encouraged to explore activities, ask questions, and bond with staff.

Houston Museum of Natural Science

Visitor Service Representative

Houston, TX

February 2019 — August 2021

- Applied strong understanding of technical skills to monitor a daily cash flow of \$3,000+ with minimal supervision.
- Successfully implemented training in ATMS POS software to achieve the financial needs of the organization, including creating memberships, selling tickets and tours.
- Upheld professional appearance and protected valuable artifacts while still cultivating a personal connection with guest.

SER-Jobs for Progress of the Texas Gulf Coast

Accounting Intern

Houston, TX

Summer 2021

- Created and published five bank reconciliation reports to aid in the overall record keeping process.
- Updated invoice filling system to more accurately reflect digital software and enhance workflow efficiency.
- Reviewed unpublished documents for variances and proposed potential solutions to my supervisor.

Houston Public Library

Library Assistant Volunteer

Houston, TX

March 2019 — November 2019

- Performed sorting and shelving duties in addition to helping the public with computer problems
- Assisted 5+ visitors in the completion of government documents containing sensitive information.

ADDITIONAL

- **Skills:** Excel, PowerPoint, iMovie, Word, Canva, Intermediate proficiency in oral/written Spanish
- **Interests:** Politics, Photography, Community Involvement Volunteering, and Soccer