

Samantha Fuentes

samanthanicole328@gmail.com

Skills

Advanced use of Microsoft Office, advanced understanding of computers & technology, intermediate proficiency in SPSS, fluent in Spanish, and advanced proficiency in research strategies, including the use of databases, such as PubMed, JSTOR, Academic Search, BioOne, Google Scholar, Mendeley, Scopus, etc.

Experience

August 2018 - PRESENT

University Housing and Dining, Austin, Tx - *Desk Assistant*

Dedicated and experienced Desk Assistant with over three years of experience working in University Housing and Dining. An extremely focused and detail-oriented desk assistant who is capable of accurately filing files, keeping confidential details of students private, and handling issues such as police investigations and student room repairs. I have extensive hands-on experience with maintenance and following laws such as Title IV and FERPA when I work as well as when I am not working. A strong communicator, able to address all client questions and concerns. Committed to optimal customer service and the proper performance of tasks to represent my place of work the best I can.

Education

August 2017 - Present

The University of Texas at Austin, Austin, Tx- *Biology*

Certificates

First Aid Psychology, Johns Hopkins University

Using the RAPID Model to help provide compassionate and supportive presence designed to mitigate acute distress and assess the need for continued care.