

# Sierra Moore

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## EDUCATION

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**The University of Texas at Austin**, Austin, TX  
*Bachelor of Science and Arts in Biology*  
*Minor in Interior Design (15 credit hours)*

May/2020  
GPA 3.8

## EXPERIENCE

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**Self-Employed**, Austin, TX

January/2014 - Present

*Nanny*

- provide experienced child care for families after school, during school holidays, and weekends
- plan and create fun activities and projects to encourage creative thinking
- provide transportation and prepare meals
- help children with completing homework and school assignments

**ProScribe**, Austin, TX

April/2018 - January/2019

*Medical Scribe*

- accompanied physician during patient appointments for the purpose of recording pertinent medical history and patient information in real time
- utilized an electronic medical record system to open and update medical charts for each patient
- assisted the physician by providing schedule updates and patient history overviews before each appointment
- trained new scribes for the position
- communicated relevant information with team members to improve daily workflow
- accumulated over 400 hours of clinical scribing experience

**Amy's Ice Creams**, Austin, TX

April/2014 - March/2016

*Shift Manager*

- managed shifts to maintain the flow and quality of service
- organized, planned, and hosted theme nights and store events
- trained new employees to become ice cream servers

## ACTIVITIES & LEADERSHIP

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**CASA of Travis County**, Austin, TX

March/2020- Present

*Volunteer Child Advocate, Guardian Ad Litem*

15 hrs/month

- court-appointed advocate for children involved in child protective services cases
- meet with the children, family members, teachers, attorneys, and any other relevant parties in order to make independent and informed recommendations to the court in the child's best interest
- write official court reports and present recommendations to the judge in court

**North Austin Soccer Association**, Austin, TX

August/2019- May/2020

*Volunteer Youth Soccer Coach*

3 hrs/week

- coached girls and boys recreational soccer teams (players ages 6 to 8)
- focused on teamwork, sportsmanship, and creating a fun and active environment at practice and games
- coordinated team schedules among parents

**Women in Medicine, University of Texas at Austin**

August/2017 - Present

*Member*

- attended organization meetings, volunteer events, socials, and fundraising campaigns to maintain active status
- WIM Talent Contest Committee Member
  - assisted with planning and organization of spring talent show fundraiser benefitting the Breast Cancer Resource Center
- WIM Hungry for Hope Participant
  - participated as a contestant in Women in Medicine's annual bake-off fundraiser benefitting Marbridge Residential Community

**Women in Medicine, University of Texas at Austin**

May/2018 – May/2019

*Financial Director*

- managed the organization's financial account
- created and managed budgets for each officer position
- applied for and secured funding for annual fall and spring fundraising events
- collected membership dues and merchandise payments
- organized charity profit-share events with local businesses to fundraise for Marbridge and the Breast Cancer Resource Center

**Peer-Led Undergraduate Studying (PLUS) Program, Austin, TX**

August/2017- May/2018

*Study Group Facilitator*

- co-facilitated weekly study groups for peers in genetics and biochemistry courses at UT Austin
- met regularly with course professors, PLUS coordinators, and fellow PLUS facilitators to review class material and prepare for study group sessions
- assisted students with approaching practice problems, learning challenging concepts, and studying for exams

**Project SEED, Austin, TX**

February/2017 - September/2017

*Research Assistant*

- created and mailed cards to each member of the 500 participating families to obtain current contact information
- updated contact information in the project database
- gave presentations to classes at UT to recruit new research assistants
- trained new research assistants

**PROJECTS (If applicable/Optional)**

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- List academic or personal projects relevant to industry (i.e. computer science, fashion and design, etc.), including results/accomplishments/outcomes

## **SKILLS**

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### **Technical /Computer Skills:**

- General word processing (Word, PowerPoint, Excel, Google Docs, etc.)
- R/R Studio data analysis
- Design software (Photoshop, Vectorworks, SketchUp)

### **HONORS AND AWARDS (If applicable/Optional)**

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- Women in Medicine Honors
- University of Texas at Austin College Scholar