

SYDNEY ORTIZ

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EDUCATION

The University of Texas at Austin

August 2017-Present

Biology B.S.A

- Certificate: Spanish in the Medical professions

EXPERIENCE

Dr. Kalpaxis Ophthalmology– Austin, Texas

Summer 2019-Present

Office Assistant

- Check patients into appointment
- Deal with handing and processing of insurance claims
- Coding Diagnosis
- Taking patients initial eye reading on phoropter
- Help with glaucoma testing and screening
- In charge of office finances, paying office bills and ROA processing.

D'Luxe Nail Salon – Woodlands, Texas

Summer 2018

Receptionist

- Welcomed customers once they entered and exited the salon
- Knowledgeable about all services given
- Worked as a team to ensure the best experience for clients.
- Communicated with clients through emails and phone
- Managed the cash register, ensured all transactions went smoothly.

Swim Instructor- Spring/Klein, Texas

Summer 2014-2018

- Communicated with clients about scheduling and lesson plans
- Evaluated the client and determined the best way possible to teach their lessons
- Created daily goals for each individual swim lesson

Amy Thomas Perez Law Firm P.C – Spring, Texas

Summer 2017

Receptionist/Legal Assistant

- Ensured the office was well maintained for consultations
- Systematized important files and court binders
- Corresponded with client's over the phone and through email to answer any questions or concerns
- Supervised invoices

ACTIVITIES

University of Texas Women's Rowing– Austin, Texas

2017-2019

Student Athlete (Women's Rowing)

- Walk on for NCAA rowing at UT Austin
- Developed a true understanding of the importance of teamwork and having a strong work ethic

Texas Interdisciplinary plan

- A part of network of minority undergraduate students building stronger relationships within the College of Natural Science.

Alpha Delta Pi Sorority

2017-Present

- Scholarship committee member, helped planned award banquets and give advice to members on how to study and resources within UT on how to achieve academic success.
- Helped make meals and snacks for families at the Ronald McDonald House of Charities

Texas Athletics Pre-Health Organization

2018-Present

- Vice president, help organize medical discussion panels with Dell Medical School

- Help find shadowing opportunities through Community Care
- Created a network of Dell Medical student mentors and paired them with student athletes.
- Help with Community care lecture series and outreach program. Talk to children on the importance of health.
- Created partnership with Dell Medical residents and faculty.

Phi Delta Epsilon Pre-Medical Fraternity

2018-Present

- Recruitment chair: Plan recruitment events such as information sessions and interviews in order to obtain the next generation of members for the organization.
- Individually raised \$500 for children's miracle network hospital for the 1st semester.
- Part of the founding class of the organization.

ADDITIONAL

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- **Honors:** Big 12's Commissioner's honor roll. First team Big 12 honors.
 - **Interest:** Running, yoga, reading, Science, cooking, volunteering
 - **Work Eligibility:** Eligible to work in the U.S. with no restrictions
 - **Volunteer:** Ronald McDonald House of Charities at Dell Children's Hospital (PICU and CCU)
 - **Coding:** Proficient in R-Studio
 - **Shadowing Experience:** 40hours Pediatrician and 140 hours ophthalmology.
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