

# TALLYA LUTFAK

tlutfak@utexas.edu

Austin, Texas 78705 • (409) 201-1651

## EDUCATION

---

<b>The University of Texas at Austin</b>	Bachelor of Science and Arts, Biology Minor: Religious Studies	May 2021
------------------------------------------	-------------------------------------------------------------------	----------

## EXPERIENCE

---

<b>Tejas Ear, Nose, and Throat – Receptionist/Secretary;</b> Round Rock, Texas	June 2017-August 2017 June 2018-August 2018
--------------------------------------------------------------------------------	------------------------------------------------

- Collaborated with the office manager to integrate a new scheduling program which increased the doctor's daily patients by over 50%
- Catalogued over 500 patient files into alphabetical order and then scanned them electronically into the company's database
- Efficiently managed faxes, emails and collected/ sort mail

---

<b>Riverwalk Homeowners Association - Lifeguard;</b> Hutto, TX	May 2017 – July 2017
<ul style="list-style-type: none"><li>• Maintained a safe, clean environment for community members and ensured all were aware of safety regulations</li><li>• Provided an average upward of 100 guests with careful supervision and instruction</li></ul>	

## LEADERSHIP EXPERIENCE AND ACTIVITIES

---

<b>Undergraduate Mentor Agency - Member</b>	September 2017 – January 2017
<ul style="list-style-type: none"><li>• Assisting with the researching for, and writing of, Graduate Student Assembly legislation</li><li>• Responsible for arranging a philanthropic project while illustrating an ability to work within a team dynamic</li></ul>	

---

<b>Peer Learning Assistant-</b> University of Texas at Austin; Austin, TX	August 2018 - January 2019
<ul style="list-style-type: none"><li>• Worked under the professor's direction to assist a class of over 250 students within class activities</li><li>• Engaged one on one with students through leading monthly study halls for 20-35 students before exams</li><li>• Participated in a mentor training class that led to development of, and ability to maintain, high professional ethics</li></ul>	

## HONORS

---

• University Honors list	Fall 2017-Fall 2019
--------------------------	---------------------

## ADDITIONAL INFORMATION

---

**Computer Skills:** MS Word, Excel, PowerPoint, Basic Python and R  
**Interests:** True crime novels, Data analytics, Budgeting, Religions  
**Work Eligibility:** Eligible to work in the U.S. with no restrictions

