

Angela Hernandez  
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## EXPERIENCE

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### **Sacred Heart Catholic Church**, *Teacher Assistant, Volunteer*

Main responsibilities: help with the children, grade assignments, and file any paperwork.

August 2004-May 2006

### **Sonic Drive-In**, *Carhop*

Main responsibility: deliver orders and take care of money transactions. June 2006-August 2008

### **Comanche High School**, *Secretary's Assistant, Volunteer*

Main responsibilities: answer calls, take messages, run errands, deliver packages, and file necessary papers. August 2007-May 2008

### **University of Texas Student Counseling Center**, *Student Assistant*

Main responsibilities: file documents, run errands, post fliers, deliver and pick up checks.  
October 2008-November 2008

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## SUMMARY OF SKILLS

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### **Organizational**

- Worked with Comanche Chamber of Commerce in a subdivision called the Jr. Board as the President, and helped organize a fund raiser to save the local depot from demolition. These events included silent auctions, various contests, and banquets.
- As a teacher assistant, was required to prepare class lectures in case of teacher absences.
- As Vice President of the Student Council, was responsible for the homecoming program, which included the organization of the candidates as they marched on the field and the program pamphlet.
- With the Sacred Heart Youth, was responsible for the organization and hosting of a biannual retreat.
- Organized, with the help of committee, an annual haunted house hosted by Science Olympiad.

### **Secretarial**

- Experienced in administrative assistant duties, such as filing, errands, and answering phone calls.
- Skilled in Microsoft Works 2007 and its components.

### **Communication**

- Delivered speeches at different teacher conferences for the Superintendent's Cabinet of Student Leaders in order to promote and raise awareness of how such a program, if instituted at a campus, could help decrease student failure and diminish barriers impeding success.
  - Bilingual and fluent in English and Spanish.
  - For a weekend retreat hosted in Dallas, TX, with over 1,000 attendees was nominated to be the master of ceremonies (MC) for the entire weekend.
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## EDUCATION

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*Comanche High School.* Comanche, TX

Graduation May 2008

*University of Texas.* Austin, TX

Anticipated Graduation May 2012

### **Activities (Volunteer Work)**

- Santa's Helpers. Sacred Heart Youth. Winter 2004-Winter 2008
- Church Clean Up Duty. Sacred Heart Youth. September 2004-May 2008
- SEARCH. Sacred Heart Youth. November 2006-November 2007
- Pow Wow & Trade Day Booths. Sacred Heart Youth. September 2004-September2008
- Salvation Army. Key Club. December 2004
- Highway Clean Up. Future Hispanic Leaders of America. October 2004-April 2008
- Relay for Life. Future Hispanic Leaders of America. May 2004-May 2008
- Drug Awareness Week. Student Council. July 2007-May 2008
- Adopt a Family. National Honor Society. December 2007
- Save the Depot. Jr. Chamber of Commerce. August 2006-May 2008
- Western Hills Nursing Home. Jr. Chamber of Commerce. October 2007
- Race for the Cure. Hispanic Student Society. October 2008.
- Boys & Girls Club. Pegasus. November 2008.
- 5<sup>th</sup> Grade Isles Math Club. Mentor Team. November 2008.

### **Awards**

- Youth of Promise (2005)
- Honor Student (2005-2008)
- Superintendent's Recognition Award-State Science Olympiad (2006-2008)
- All "A" Honor Roll (2004-2008)
- Kiwanis Club-Outstanding Young Woman (2008)
- Gate's Millennium Scholarship Recipient(2008)
- AP Scholar (2008)
- Highest Ranking Senior—Valedictorian (2008)
- President's List- UT (2009)

### **Memberships**

- Pegasus
- Mentor Team Medical Cohorts Project
- Hispanic Student Society
- Pre-Med Society
- Unidos Por Un Mismo Idioma
- Longhorn Health Service Corps
- Alpha Lambda Delta and Phi Eta Sigma

