

# LIZETH MORALES

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**OBJECTIVE** | An undergraduate student hoping to be challenged in the world in order to improve skills and gain helpful experience through service and networking.

## SKILLS & ABILITIES

- Bilingual Skills: fluent in Spanish, fluent in English, Medical Interpreter experience
- Computer Skills: proficient in Microsoft (Word, Excel, PowerPoint, OneNote), Above average typing (364 CPM, 73 WPM)
- Leadership skills: responsibility, commitment, dedicated, honest, trustworthy
- Business skills: quick thinking, and ability to build rapport, identify client needs, and seal the deal.
- Organization skills: prioritizing, problem solving, retail procedures, customer relations
- Proofreading Experience: efficient, accurate, and detail-oriented.
- Inventory control, merchandising strategies, bookkeeping

## EMPLOYMENT

### 1<sup>st</sup> Assistance Pro, LLC

Jan 2017- Present

Medical Interpreter: accompany Spanish speaking patients who have suffered a work injury to their appointments (doctor's office, physical therapy facilities, hospitals, etc.)

### Consortium for Latino Immigration Studies

#### University of South Carolina

Jan 2016- May 2016

Survey Conductor: The October 2015 flooding in South Carolina affected people equally, but the Latino population was not equally represented and helped. My Job was to interview Latino families affected by the flood in order to collect data for research in how to better assist the Latino population in South Carolina. Paid research project.

### Pereira Bakery

Nov 2009 – Present

Administrator: sales, customer service, schedule and payroll, cash flow statements, bookkeeping, accounts payable, oversee (4) employees in their daily tasks, and prepare deposits for the bank. Bank Reconciliation.

### University of South Carolina

Jan 2014 – June 2014

Desk Assistant: enforce all University and Housing policies and procedures, monitor all individuals entering a residence hall to ensure only residents and their guests enter the building, maintain order and appropriate behavior in the lobby.

### Family Christian Stores

Aug 2012 – August 2014

Sales Team Member: sales, customer service, balance a Cash's register till at the end of the sales day. Replace leader team sales when needed, inventory control and stocking product at the shelves. Open and close the store.

## EDUCATION

### University of South Carolina, Expected May 2017

Experimental Psychology Major

Health Promotion, Education, and Behavior Minor

GPA 3.973/4.0

- Dean's List 2013- 2014
- President's List 2014-2015

- **President's List 2015-2016**

**Mauldin High School, Mauldin SC**

Class of 2013

**GPA 4.0/4.0**

**ORGANIZATIONS**

- Charter/ President- Beta Xi Chapter of Kappa Delta Chi Sorority, Inc. **April 2015- Current**
- Treasure of Latin American Student Organization (LASO) **Fall 2016- Spring 2016**
- Omicron Delta Kappa Society **Fall 2016- Life Time Member**
- Phi Beta Kappa Honor Society **Spring 2016- Life Time Member**
- Treasurer of the Multicultural Greek Council **April 2016- Current**
- Order Of Omega Greek Honor Society **Fall 2015- Life Time Member**
- Student Government Greek Committee **Fall 2016- Current**
- Founder/Treasurer of Mujeres In Action **April 2014- April 2016**
- Alpha Lambda Delta Honor Society **March 2014- Life Time Member**
- National Society of Collegiate Scholars **March 2014- Life Time Member**
- Director of Interact Club **Aug 2009- Aug 2013**
- Treasurer of Be A Fan Club **Aug 2010- Aug 2013**

**AWARDS**

- Who's Who Among Students in Americans Universities and Colleges
- Dr. and Mrs. Shuler Black Scholarship
- Rotary Club of Greenville Scholarship
- South Carolina LIFE Scholarship
- Chapman Foundation Scholarship
- Beyond Boundaries Scholarship

**EXPERIENCES**

- University of South Carolina in Costa Rica: Global Health
  - Studied abroad and volunteered as a medical interpreter in San Jose, Costa Rica **May 2016**
- Junior Doctors of Health (JDOH) Certified **Fall 2015**
  - Community approach to combating childhood obesity
- Arthurtown Child Development Center
  - Volunteer since Fall 2013
  - Over 200 recorded hours of community service