

Sidney Mata

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Profile

- Meticulous individual with a passion for learning. Team player with a history of excelling in fast-paced environments with minimal oversight. Offers proficiency in Spanish, office operations, and relationship-building skills.

Education

HIGH SCHOOL DIPLOMA | 2020 | DUNCANVILLE HIGH SCHOOL

- Major: STEM (Science, Technology, Engineering, and Math)
- Related coursework: Medical Terminology, Anatomy & Physiology, Medical Microbiology

UNDERGRADUATE | 2023-PRESENT | DALLAS COLLEGE RICHLAND CAMPUS

- Major: Biology

Skills & Abilities

OFFICE OPERATIONS SOFTWARE

- Proficient with Microsoft Office Applications suite, Apple OS Applications, and Google Cloud Applications due to frequent use for schoolwork and personal projects.

SPANISH

- Proficient in Spanish; conversational, everyday use from an early age.

DETAIL-ORIENTED

- Creates procedures to maintain high quality standards while minimizing errors.

COLLABORATIVE

- Often working with many personality types in high stress situations that require delicate handling.

INQUISITIVE

- Life-long learner with a desire to be challenged at work. Enjoys problem-solving and asking questions.

Experience

BIOLOGY LAB ASSISTANT | DALLAS COLLEGE | SEPTEMBER TO DECEMBER 2022

- Responsible for set up and break down of classroom laboratories, preparing solutions, and maintaining supplies.

FRONT & BACK OF HOUSE TEAM MEMBER | CHICK-FIL-A | APRIL TO JULY 2022

- Adhere to strict time limits for orders, maintaining quick turnout for orders with few mistakes.