

Esli Rios

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OBJECTIVE

Seeking an intern position at Clean Water Action

TECHNICAL SKILLS

- Fluency in spoken and written Spanish and English
- Autodesk Revit, Autodesk Inventor, Microsoft Office, Microsoft Power Point, and Microsoft Excel

EDUCATION

The University of Texas at San Antonio
Bachelor of Science in Civil Engineering

08/2017 – In Progress

WORK HISTORY

Greater Edward Aquifer Alliance – Administrative Assistant

09/2017 – Present

- Manage secretarial duties on behalf of Executive Director
 - Distribution of thank-you letters for member donations
 - Balance checkbook and perform office filing duties
- Maintain office website using WordPress
 - Upload documents
 - Post upcoming events
- Coordinate visual merchandising duties
 - Sell T-shirts and low-impact-development manuals
 - Promote construction of community rain gardens
- Manage Donations Financial Officer duties
 - Handle all monetary gifts (about \$30,000 a year)
 - Input all donations into BasicFunder Premier database
 - Write deposit slips and pay utility bills

Mission Regional Medical Center – Volunteer

11/2015 – 02/2016

- Escort patients to appointments and clinic locations
- Discharge patients to lobby
- Deliver flowers, mail, books and magazines to patients
- File paperwork/charts and answer telephone

HONORS/ACTIVITIES

- Project Lead the Way

08/2015 – 12/2016
