

Alejandra Lemus

625 Creekside Way #1235, New Braunfels, Texas 78130 | 915-261-6642 | alelemus@live.com

Summary of Qualifications

- Bilingual in English and Spanish
- Experienced in SPSS Data Analysis
- Ability to remain calm with demanding circumstances

Education and Honors

BACHELOR OF SCIENCE IN APPLIED SOCIOLOGY | TEXAS STATE UNIVERSITY | MAY 2017

- Minor: Business Administration
- Related coursework: Applied Data Analysis, Quantitative and Qualitative Research Methods, Multicultural Relations
- Magna Cum Laude
- Alpha Kappa Delta, Sociology Honor Society: Fall 2015-Spring 2017
- Phi Kappa Phi Honor Society

Skills & Abilities

TECHNICAL SKILLS

- Microsoft applications (Word, Power Point, Excel), SPSS Data Analysis, Web Design

FUNCTIONAL SKILLS

- Fluent in speaking, writing, and reading English and Spanish

Experience

CASHIER AND SALES REPRESENTATIVE | HOBBY LOBBY- SAN MARCOS, TX

NOVEMBER 2014- PRESENT

- Providing quality customer sales while supporting company product sales program.
- Learning updated company policies to enhance customer service.
- Assisting in front-end operations to ensure friendly and efficient transactions at checkout.
- Assisting in closing and cleaning duties on various nights.

INTERN | CENTRE FOR HEALTH AND SOCIAL JUSTICE (CHSJ) -NEW DELHI, INDIA | JANUARY 2017-MAY 2017

- Prepared content for the Community of Practitioners on Accountability and Social Action in Health (COPASAH) website from existing documents
- Edited and contributed to COPASAH newsletter
- Edited and reviewed reports of the COPASAH network

UNDERGRADUATE RESEARCH ASSISTANT | TEXAS STATE UNIVERSITY-FAMILY AND CONSUMER SCIENCES

JUNE 2015-NOVEMBER 2015

- Represented Dr. Edna Alfaro's Mexican Origin Student Success project.
- Conducted valuable, bilingual phone interviews with parents of UTPA and Texas State students
- Assisted in data organization and translated for Spanish speaking families.
- Familiarized parents to be surveyed on the importance of data collection.