**Cynthia Lopez**

832-755-6493

Clopez32@twu.edu

**Qualification Highlights**

Fluency in English and Spanish

Processes excellent research, writing, and interpersonal relation skills

Effective leader with initiative qualities

**Education:**

Texas Woman’s University May 2018

Bachelors of Science/Health Studies Pre Occupational Therapy

Dallas Community College May 2015

Associates of Science

**Honors/ Awards**

Alpha Sigma Lambda Spring 2018

Dean’s List Spring-Fall 2017

 Fall 2014- Spring 2016 **Coursework**

Program Planning Consumer Health

Program Evaluation Community Health

Grant Writing for Health Education Health Communications

Statistics Epidemiology

Neuroanatomy and Physiology Microbiology

**Employment History:**

Leukemia and Lymphoma Society (Dallas, Texas)

2018- January- June

Educating students about blood cancers through “Pennies for Patients Kick Off Assemblies” (Crowds up to 700 students)

Provides administrative and clerical support for ongoing programs (calling schools and assisting with packaging and shipping, prize distribution, volunteer coordination, events logistics, etc.)

Coordinated and assisted in Fundraisers such as Chipotle Day to help fundraise monetary donations for L.L.S.

Nanny- (Rockwall, Texas)

2014- 2017

Plan and implement after school activities for the children ages 5, 6, and 8

Provide a safe and educational environment

Clerical Assistant- Azure Midstream- Dallas

2014-2017

Processed monthly expense reports for Director of Gas Supply Department

Used Microsoft Office and Microsoft Project to develop presentations for Board Members

Coordinated fundraising events and charity events for office and community involvement.

Inside Sales Representative- Wireline Technologies (Houston, Tx)

2010-2013

Worked alongside MWD Engineers to generate quotes for prospective clients and proprietary parts

Entered data for new client accounts, orders and invoiced Sale Orders

Learned to have clear and articulate phone etiquette in order to make cold calls and generate new leads

**References:**

Haley Smoot- 479-414-9402

Leukemia and Lymphoma Society Supervisor

Elizabeth Lowry- 979-324-8278

 Nanny Employer

Jay Carter- 713-444-62990

Azure Midstream Past Employer

Rebecca Freeze- 214-662-8367

Rockwall ISD Teacher

Volunteer work/ and was able to implement a physical activity “mock program” with some of her students for my Program Planning class at Texas Woman’s University.