



Ivis María Pena Feliciano

Academic Summary

My name is Ivis Pena, I am currently in my third year of my bachelor's degree in biology with a minor concentration in pre-med in the Universidad de Sagrado Corazon PR. In my life, I've managed to excel academically since high school, in 2015 I participated in “Mentes Puertorriquenas en Accion”, a mentoring and social engagement program. In 2016 I participated in the “Congreso de Lideres de Puerto Rico”, was part of the Interact Rotary club which gave me the opportunity to participate in the “Rotary Youth Leadership Award” program and attended ATACK-PR cybersecurity HS summer camp. I was elected to be Vice President of the National Honor society my senior year and I also graduated top 3 of my class.

In college, I’m part of the Biology Society, Medlife and part of the directive in PR Dental Association of USC. I also worked as a math tutor where I provided early intervention assistance to struggling students. Responded to email and telephone requests for assistance with specific questions. Integrated technology into sessions to further enhance student learning. Planned lessons for allotted time to strengthen weak subjects and build skills on stronger ones. Helped students prepare for routine and standardized tests, including college exams. I have taken professional and ethical conduct, writing of resume and use of database workshops. I’m currently working on a bibliographic Renewable energy investigation. Our research focuses on working with fuel cells.

Professional Summary

In my life out of school, I worked as a traductor in the School of anesthetist nurses of Puerto Rico in San Juan Puerto Rico (2016-2018) where I translated documents from Spanish to English. Applied cultural understanding to discern specific meanings beyond the literal written words. Replicated the flow, style and overall meaning of the original texts. Clerical work around the office. Reviewed final works to spot and correct errors in punctuation, grammar and translation.

I also worked as an administrative assistant in Instrumed Services in Carolina Puerto Rico (2015-2020) where I organized files, developed spreadsheets, faxed reports and scanned documents. Provided comprehensive administrative and clerical support, including organizing files, creating spreadsheets and imaging documents. Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors. Account status management. Managed clerical needs of company employees, including copying, faxing and file management.

CONTACT

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SKILLS

Time management

Team leadership

Team player

Google Drive

Bilingual

Emotional intelligence

Critical thinking

Responsibility

Attention to detail

Advanced math skills

Computerized statistics

Advanced Microsoft Excel
spreadsheet skills

Microsoft Word

Basic English and Science

Science Investigation
techniques

Environmental
investigations

Basic Chemistry principles
understanding

Basic physics

Great in laboratory
experiments

UNDERGRADUATE YEARS CERTIFICATIONS

