
Mireya M. Reyes

(210)589-5553

Mireyareyes99@gmail.com

EDUCATION

The University of Texas at San Antonio August 2017- June 2019:
Undergraduate

Bachelors of Science in Nursing

Dean's List Fall 2018- Fall 2019

The University of Texas at Arlington Graduation date: May 12,2023
Bachelors of Science in Public Health

PROFESSIONAL EXPERIENCE

Health Net Medical Laser and Skin Clinic - *Medical Assistant*

August 2023 - PRESENT

- Assist primary care physicians with routine care of patients. This includes taking vitals, administering vaccines, performing EKGs, and drawing labs.
- Assist physicians in cosmetic procedures such as mole removals, skin tag removals, sclerotherapy and Botox injections.
- Experience with medical facials and laser hair removal.
- Receptionist experience- scheduling patients, answering phones, verifying insurance etc

Fragomen, Del Rey, Bernsen & Loewy, LLP - *Business Immigration Analyst*

May 2022- November 2022

- Responsible for drafting and analyzing official government documents and approvals.
- Directly communicating with foreign nationals concerning case and approval status.
- Expected to hit communication quotas through daily calls and emails.

Texas Driving School- *Front Desk Receptionist/Assistant*

January 2021 - May 2022

- Maintain records, answer phone calls, check in students to respective classes, and business outreach.

-
- Payroll and recruitment processing.

CAMPUS INVOLVEMENT

University of Texas at San Antonio Pom Squad

August 2018- August 2020

- Prepare various Pom, hip hop and jazz routines to perform at football and basketball games.

University of Texas at Arlington Dance Team

August 2020-December 2021

- Compete at the Daytona National Dance Association Competition 2021 placing 3rd in the division one category
- Prepare hip hop, lyrical and contemporary routines for performances at volleyball and

Additional Certifications

- FEMA Certification: Introduction to Hazard Mitigation
- FEMA Certification: Military Resources in Emergency Management
- FEMA Certification: Community Preparedness
- CPR and FirstAidCertificated. 2020-Present
- TABC and Food Handlers Certified 2021-Present