

MARIA DE LA PAZ ARISTA ORTIZ

Self-motivated and highly reliable young professional seeking a research position



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(323)-338-8782

EDUCATION

**B.S in Neuroscience •
University of California
Riverside**

2021- Present

Expected Graduation
date: June 2025

SKILLS

- Bilingual: Fluent in English and Spanish
- Multitasking and organizational skills
- Time management
- Great capacity for learning new things.

EXPERIENCE

STEWARDESS • CEDARS SINAI MEDICAL CENTERS

October 2019- Present

- Provide direct meal service to patients in a friendly manner.
- Use AIDET script as a communication tool when interacting with patient and family members.
- Obtain feedback and follow-up on any requests or complains and quickly resolving any reported problems.

SECRETARY • TRICHEM, S.A

February 2016- July 2018

- Greeted customers, answered general questions, and directed clients to appropriate locations.
- Answered and directed phone calls and took detailed messages when necessary.
- Arranged meetings and appointments
- Performed clerical work such as, typing documents, printing, copying, and sending emails.
- Filed important and confidential documents

SECRETARY • AJA, S.A

January 2015 - January 2016

- Answered and effected phone calls and greeted guests
- Scheduled appointments and meetings
- Sent and replied to emails
- Organized and maintained a clean, efficient, and confidential work area