

Pauline Hernandez

29504 Rigging Wy, Menifee, Ca 92584 | 818-585-7275 | plnmiranda96@gmail.com

Education:

University of California, Los Angeles

- Bachelor of Science: Psychobiology

Los Angeles, California

September 2015- September 2019

Experience:

UCLA Film, Television & Digital Media - Los Angeles, California

Developmental Technician

August 2018- September 2019

- Provided support to the Technical Equipment Office Staff including all tasks related to the processing of camera and sound equipment packages used in classes and student productions.
- Ensured film equipment are in good condition through careful inspection and repair.
- Performed general warehousing duties including the pulling of equipment items, assembling equipment orders, checking in and checking out equipment packages.
- Interacted positively with Customers and Staff, serving as receptionist, performing general office and clerical duties.

Pilipinos for Community Health – Los Angeles, California

Internal Vice President

June 2018-June 2019

- Fostered staff development and growth of leadership and interpersonal skills.
- Enforced each staff member's fulfillment of component responsibilities.
- Planned and led staff meetings by making the agenda and taking notes on all component updates and progress.
- Organized quarterly retreat and all staff bonding activities.

Health Fair Director

June 2017- June 2018

- Coordinated with community partners to address the health needs of their area.
- Managed health fairs in which medical service providers were arranged to give free screenings.
- Allocated funds for supplies and food donations for the service recipients and volunteers.
- Collaborated with other community service organizations for other outreach events besides health fairs.

UCLA School of Dentistry Science Education Program – Los Angeles, CA

Research Assistant

July 2014-June 2015

- Interacted with a graduate students and a postdoctoral scholar to examine the role of nuclear factor of activated T-cells in oral cancer under Dr.Ki-Hyuk Shin.
- Conducted a poster presentation of the results and competed with graduate and undergraduate students at the American Association for the Advancement of Science, Pacific Division.

Skills

- Language: Fluent in Filipino (writing and conversational)
- Basic laboratory skills
- Proficient in Microsoft, Google, and Adobe suites
- Office administration and data filing