

Veronica Cadena

Texas State University | Applied Sociology | cadena_veronica@yahoo.com

Objective

- Obtain a position within an organization where I am able to build relationships with clients while focusing on assessing their needs through available resources.

Education

BACHELOR OF SCIENCE | DECEMBER 2017 | TEXAS STATE UNIVERSITY

- Major: Applied Sociology
- Minor: Social Work
- Coursework: Family Problems, Criminology, and Human Growth and Development

DIPLOMA | JUNE 2010 | WILLIAM B. TRAVIS HIGH SCHOOL

Skills & Abilities

- TIME MANAGEMENT
- ORGANIZATIONAL AND FILING SKILLS
- STRONG WRITING AND COMMUNICATION SKILLS
- MICROSOFT WORD / EXCEL / POWERPOINT KNOWLEDGABLE / 75 WPM
- CRITICAL THINKING AND PROBLEM SOLVING SKILLS

Experience

TRAVIS COUNTY SHERIFF'S OFFICE | VICTIM SERVICE UNIT INTERN | AUGUST 2017 – CURRENT

- Assist in crisis intervention/ Supervision of children and vulnerable adults
- Criminal Justice Support
- Assist with community referrals
- Resource Development

ADMINISTRATIVE ASSISANT | CHA LAW GROUP, PC | JULY 2013 - CURRENT

- Setting appointments with potential clients and hearing dates at local Courthouse
- Provide clients with updates about case details
- Manage general billing needs for law office
- Assisting attorney with general office needs including faxing, emailing, and general phone calls.

SALES CONSULTANT | OFFICE MAX | MARCH 2012 – MAY 2013

- Assist customers with faxing, copying, and custom printing projects
- Provide excellent customer service to insure customers leave with all necessary office supplies
- Assisting customers in exchanges and final check out.
- Leadership role, assisting sales associates with questions