

Maria Andrea Bojorquez
Email: mabojojq@email.arizona.edu

Education:

The University of Arizona, College of Humanities; Tucson, AZ
Bachelor of Arts in Spanish Literature
Thematic Minor; May 2014

The University of Arizona, College of Letters, Arts, and Science; Tucson, AZ
Bachelor of Science in Global Studies
Specialization-Political, Economic, and Development; May 2014

Honors: Honorable mention (all semesters), Dean's List, Recipient of the Regents High Honor's Scholarship which financed college education

Work Experience:

Division of Pulmonary, Allergy, Critical Care & Sleep Medicine, Tucson, Arizona
Administrative Associate June 2014-Present

- Performed daily clerical duties, including emailing physicians, division conference set up, distributing mail, faxing/ scanning documents, etc
- Maintained calendars and coordinated meetings for BUMC/South Campus ICU Director, Fellowship Program Director, and Fellowship Associate Program Director.
- Assisted Division of Pulmonary Fellowship Manager with interviews and recruitment for academic year.
- Prepared minutes for faculty meetings, edited Word/PowerPoint documents for faculty and distributed division announcements via email on a regular basis.

University of Arizona Office of Development, Tucson, Arizona
Administrative Assistant January 2014-May 2014

- Assisted the Director of Development and Community Affairs in projects that related to scholarship donors at the UA College of Nursing.
- Conducted clerical and administrative support for the Dean of UA College of Nursing.
- Assisted in the preparation of endowed and non-endowed scholarship to be signed by the Dean and corresponding donors.
- Collaborated in the planning and arrangement of events for the UA College of Nursing.

Cyracom International; Tucson, Arizona
Spanish Interpreter January 2013-January 2014

- Conducted phone interpretation between company clientele and their customers.

University of Arizona Financial Services Office; Tucson, AZ
Student Worker August 2011-May 2012

- Matched and scanned Purchasing Cards to be processed by the UA Financial Services Office
- Completed department purchases on AZ Buyways,
- Handled Travel Expense Reports and Travel Authorization Forms of UA faculty,
- Distributed the mail to different departments around campus.
- Assisted the professional staff with multiple duties, including filing and Xeroxing documents, and

University of Arizona Residence Life Department of Human Resources; Tucson, AZ
Student Administrative Assistant April 2011-July 2011

Internships:

Law Office of Harriette P. Levitt

Summer 2013

Legal Assistant, Intern

- Greeted clients at reception area
- Completed office duties such as filing, managing mail, scheduling client meetings, faxing legal documents etc.
- Interpreted for Spanish speaking clients
- Prepare and reviewed documents for Chapter 7 Bankruptcies and criminal defense cases.