

Peeia Alexandra D. Matias

510 S. Sugar Road • Edinburg, TX 78501 • 205552@mystisd.net

Objective Seeking an un-paid internship with Hidalgo County in the Accounting Division of Purchasing

Education South Texas ISD: Business Education Technology Academy [BETA H.S.] Edinburg, TX

- International Baccalaureate Course – Program ▪ ‘2018 Distinguished Graduation Plan ▪ GPA: 3.5

| <u>10th Grade</u> | <u>11th Grade</u> | <u>12th Grade</u> |
|--|--|--|
| Banking & Finance Virtual Business | IB Business Management YR 1 | IB Business Management YR 2 |
| Principles of Business, Marketing, Management & Finance | Accounting I Microsoft Office 2016 | Business Practicum Academic ▪ Internships |

Earned College Credit ▪ IB Spanish 1411 and IB Math Studies

(6 hours)

Skills

- Certiport Certified: WORD 2016, PowerPoint 2016; Efficient in Excel 2016 and Outlook 2016
- Expertise in keyboarding & Fluent in English and Tagalog language (Philippines) speaking and writing

Volunteer Experience

South Texas Health System

Summer 2017

- Edinburg Regional Hospital • [Information desk] Welcomed patients and visitors to the hospital.
- Edinburg Children’s Hospital • [Patient Care] Receptionist: aided nurses and staff; answered incoming calls, pick-up meal trays, file lab sheets, and escorted patients upon discharge

“Forever Living” Aloe Vera/Health Products ▪ Accompany parent in promoting, marketing, and managing events

- Recruit for distributors to sell Aloe Vera health and beauty products

BETA High School

- Parent, Student, Teacher Organization (PSTO) Member – Participate in Fundraisers and Meetings
- Food Bank of RGV – Teamwork: Warehouse organization and planting gardens
- “Trunk or Treat” – Assisted Drama Club set Haunted House and was part of the main cast
- Robotics – Engaged with students ages K-6th grade making robots function

STISD Affiliations

Medical Academy

- Health Occupations Students of America (HOSA) Competitor – 9th grade

BETA High School

- University Interscholastic League (UIL) Spelling and Science Competitor – 10th and 11th grade
- Drama Club Historian – 11th & 12th grade
- Texas Association of Future Educators (TAFE) ▪ Member
- Volleyball Player – 12th grade

Community Experience

- Habitat for Humanity – Trained with organization to build low-cost houses.
Participated with a team building two-homes in McAllen.

Fall ▪ 2016-2017

References

Ms. Stephanie Brake
Charge Nurse
Edinburg Children's Hospital
Work Phone: (956) 388-6923

Mrs. Marynett Bolivar RN, FBO
Rio Grande Regional Hospital,
EBC Building
Phone: (956) 289-6297
marynettbolivar@gmail.com

Mrs. Kristi AuenSmith
Drama Teacher & Club Sponsor
South Texas ISD ▪ BETA H.S.
Phone: (956) 984-8239
Kristi.AuenSmith@mystisd.net

Hidalgo County Internship Policy

INTERNSHIP AGREEMENT AND WAIVER OF LIABILITY

I, Peecia Matias, agree to participate in an internship with The County of Hidalgo, Texas in either a paid or unpaid capacity, as outlined in this agreement. I hereby certify that I am at least 18 years of age at this time, and I am a student at BETA H.S.

I hereby agree to comply with all relevant policies, procedures and requirements as outlined in the Hidalgo County Internship Policy, Personnel Policy Manual and/or Civil Service Commission Rules. I understand that I may or may not receive compensation for my services provided during the internship period, and that no other benefits will be provided. I understand that my placement in this internship is at-will and that I may be terminated at any time at the discretion of the County.

I hereby voluntarily release, discharge, waive and relinquish any and all action or causes of action for personal injury, property damage, or wrongful death occurring to me as a result of my internship with Hidalgo County. I hereby release, waive, discharge and relinquish any actions or causes of actions aforementioned, which may hereafter arise for me and my estate, and agree that under no circumstances will I prosecute or present any claim for personal injury, property damage or wrongful death against Hidalgo County or any of its agents and employees for any said cause of action, whether the same shall arise by negligence of any said persons, or otherwise. It is my intent by this instrument to exempt and release, indemnify and hold harmless Hidalgo County and any of its employees, its elected or appointed officials, employees and agents for any personal injury, property damage, or wrongful death cause by negligence.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING PARAGRAPHS AND HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO PARTICIPATING IN AN INTERNSHIP AND AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS INSTRUMENT.

Peecia Matias
Signature

October 3, 2017
Date