

Mary Bolano

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SUMMARY OF QUALIFICATIONS

- Proven ability to work effectively with diverse personalities in a tactful, decisive, and resourceful manner.
- Strong leadership, teaching, curriculum development, and writing abilities.
- Demonstrated ability to learn various forms of technology and software quickly and accurately.

EDUCATION

Bachelor of Arts, Psychology August 2020 – December 2023
Texas State University, San Marcos, TX
Minor: Business Administration
Minor: Human Development and Family Sciences
Overall GPA: 3.56
Relevant Coursework: Marketing, Finance, Behavioral Psychology, Personality Psychology
Dean's List: Fall 2020, Spring 2021; Fall 2021; Spring 2022; Fall 2022; Spring 2023

Research Fellowship: Fall 2022-Spring 2023. College of Family and Consumer Sciences research fellowship on correlation of anxiety and SES. Presented at Undergraduate Research Conference and Family Consumer Sciences in Bloom event.

CERTIFICATIONS

Registered Dental Assistant

- New Braunfels School of Dental Assisting School
- Relevant Skills: Chairside Assisting, exposing accurate dental radiographs sterilization, patient care

First Aid Certification

- American Red Cross
- Expires: October 2026
- Relevant Skills: CPR

EXPERIENCE

Dental Assistant

Glow Dental Co. Austin, TX

January 2025- Present

- Efficiently manage patient care, manage patient records, perform laboratory duties and maintain a clean and organized office space.
- Expose and process dental x-rays, sterilize instruments, temporary crown fabrication, and 3D imaging scans with iTero and Medit devices.
- Efficient and precise chairside assisting during general procedures and treatment, assisting with routine cleanings and making all patients feel comfortable and welcome in the office

Extern

Ideal Dental, San Marcos, TX

November 2024- December 2024

- 40 hour externship under the supervision of a General Dentist and a Registered Dental Assistant
- Supported staff by turning rooms, instrument sterilization, and charting existing and planned procedures
- Observed multiple procedures including temporary crowns, composite restoration, root canals, and extractions.

Server

Kerbey Lane Cafe, San Marcos, TX

July 2023- January 2025

- Provided exceptional and prompt service ensuring guest satisfaction
- Increased sales through selling techniques and promoting special offers
- Supported new staff by providing training on service standards and procedures
- Addressed any and all complaints professionally to ensure guest loyalty and resolve conflict

Teaching Assistant

Texas State University Child Development Center, San Marcos, TX

October 2022 – July 2023

- Responsible for creation of curriculum, classroom preparation, and student records.
- Assisted children who need extra support to complete tasks.
- Managed classroom expectation and emotional regulation of children.
- Supervised activities adhering to safety protocols and school ethics standards.

Teaching Assistant

Austin Community College Child Development Center, Austin, TX

March 2022 - September 2022

- Organized library, classrooms, common areas, and kitchen
- Facilitated nutritional planning and dietary restrictions among children aged 1-4.
- Assisted teacher with daily activities and behavioral management.
- Trained new Teaching Assistant

ORGANIZATIONS/ACTIVITIES

Member

August 2022 - Current

Psi Chi National Honors Society

- Met weekly with the academic honor society for career and graduate school preparation.

President.

Psychology Association, Texas State University

January 2023 - May 2023

- Set and monitored goals of the organization.
- Recruited and retained members for the semester.
- Maintained communication with faculty, organization sponsors, and guest speakers.

Treasurer

Psychology Association, Texas State University

August 2022 - December 2022

- Oversaw financial planning, procurement, and investment of funds.
- Maintained chapter checking and savings account.

Director of Alumni Engagement

August 2019 - December 2019

Alpha Delta Pi, University of Texas at San Antonio

- Cultivated professional relationships by attending alumni meetings and reaching out to alumni.
- Responsible for the budget to plan and host an event to encourage local networking.