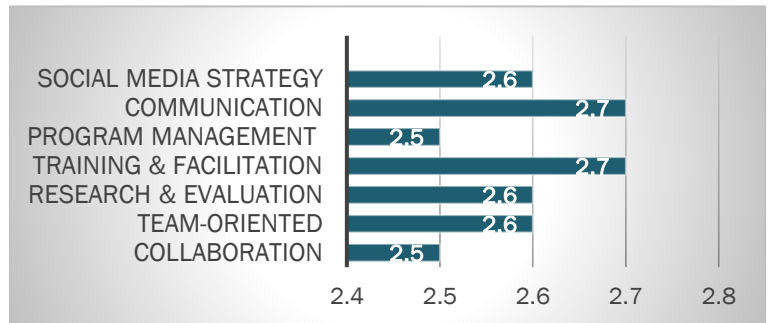


# SKILLS (SCALE 1-3)



## NAME

### CONTACT

PHONE:  
123.333.3551

CITY/STATE:  
Atlanta, GA (Open to Hybrid)

EMAIL:  
[Emailaddress@gmail.com](mailto:Emailaddress@gmail.com)

### PROFESSIONAL SUMMARY

Passionate about promoting diversity & inclusion and making a difference within the career services and training space

Experienced youth leader with a passion for developing and expanding youth public speaking abilities and positive learning outcomes

Extensive experience in data maintenance and management in the areas of file management, case resolution, appointment scheduling, and workflow management to support

## WORK EXPERIENCE

### PROGRAM COORDINATOR | SOCIAL MEDIA STRATEGIST

THAT'S MY CHILD – ATLANTA, GA

October 2022 – Present

40 Hours Weekly | Full-Time

- Form a positive educational and open-door climate for students and discuss various career options and potential paths
- Meet and exceed monthly organizational performance goals
- Establish rapport and trusting relationships with leadership, parents, and staff to help increase career opportunities for students
- Conduct outreach and business development with school districts and community leaders to enhance intern and job opportunities for students

### HIGH SCHOOL BOYS' UNIT LEADER

INTERLOCHEN ARTS CAMP (INTERLOCHEN, MI)

June 2019 – August 2019

40 Hours Weekly | Full-Time

***Notable Achievement:*** Handpicked to supervise **8** counselors during a seven-week program that consisted of **400+** high school campers

- Completed daily attendance reports and cabin inspections and engaged in continuous follow-up to ensure smooth operations of camp activities
- Served as a counselor to students and outlined meaningful solutions to personal conflicts
- Built interactive activities and served as a role model to students

timely and effective program management

Forward-thinking non-profit professional with an ability to anticipate and leverage emerging technologies

Over **eight years** of career development, training, and facilitation experience

## PROFESSIONAL & COMMUNITY AFFILIATIONS

*Volunteer*, Seed Life Foundation – Homeless Resource Program

## COMPUTER EXPERTISE

• Microsoft  
• Word  
• Excel  
• PowerPoint  
• Outlook

• Google  
• Drive  
• Forms  
• Gmail

• Job-related Software  
• Informal Decoding Inventory

## TUTOR

AMERICORPS HANDS-ON ATLANTA (ATLANTA, GA)

August 2018 – May 2019

40 Hours Weekly | Full-Time

- Tracked student progress by maintaining detailed and accurate records of tutoring sessions
- Conducted research to identify complex issues and implemented meaningful solutions that led to improvement of processes
- Supported teachers and school administrators by assisting students, co-planning lessons, leading learning activities, and participating in school events
- Advised management of program updates and revisions of business objectives & evaluated programs to promote collaborative community engagement and problem-solving

## HIGH SCHOOL BOYS CABIN COUNSELOR

INTERLOCHEN ARTS CAMP (INTERLOCHEN, MI)

June 2015 – August 2018

40 Hours Weekly | Full-Time

**Notable Achievement:** *Awarded Counselor of the Week for exhibiting outstanding leadership and community service*

- Prepared and set up learning activities
- Created and facilitated team-building workshops and discussed weaknesses with leaders to help improve programs
- Served as 'GO TO' person for **17+** campers and maintained communication with each focusing on safety and positive behavior

## HONOR & AWARDS

Posse Foundation Full-Tuition Scholarship, 2012-2016

Paul J. Pacini Music Scholar, 2013-2014

## EDUCATION

BACHELOR OF ARTS, COMMUNICATIONS, BARD COLLEGE

Annandale-on-Hudson, NY