

EDUCATION

University of North Florida, Jacksonville, Florida

January 2018- Present

B.S Expected December 2019

Major: Communication, Concentration: Public Relations

GPA: 3.5

PROFESSIONAL EXPERIENCE

Test Administrator | OCTOBER 2018 - Present

Duties and Responsibilities

- Comply with all testing procedures and strictly adhere to company policies using careful judgment
- Check-in testing candidates, verify identification, and explain the exam process
- Proctor / invigilate candidates while testing
- Troubleshoot with internal departments to fix technical issues
- Complete light housekeeping duties such as vacuuming the floors and sanitizing keyboards after each candidate has finished their examination

Counselor/Teaching Assistant | Summer Institute for The Gifted - Atlanta, GA | June 2018 - July 2018

Duties and Responsibilities

- Participated in all academic, recreational, and social activities, as requested
- Served as a positive role model for the students and staff in the program
- Assisted students in solving academic and socio-emotional problems related to the SIG program, including class participation, final projects, homesickness, and social interactions
- Attended and participated in the orientation programs for Counselors as scheduled prior to students 'arrival
- Assisted with the opening day program duties, dorms duties, student registration, and orientation
- Provided individualized teaching assistance for students in assigned daily courses

AmeriCorps Member | City Year Jacksonville - Jacksonville, FL | August 2017 - June 2018

Duties and Responsibilities

- Served as a full time AmeriCorps member while mentoring 24 students in course performance, attendance, and leadership at Northwestern Middle School
- Partnered with a 6th grade English teacher to facilitate small group learning and classroom management
- Provided English/Reading tutoring to at-risk students, both one-on-one and in small groups
- Created an ELA binder for new Corp members to use for the next school year
- Created lesson plans and keeping track of student data through Achieve 3000
- Collaborated with 8 other team members to plan and facilitate service projects and school-wide events

