

EDUCATION

May 2017

The University of Tennessee, Chattanooga

Bachelor of Sciences in Psychology, Liberal Arts Concentration

WORK & EXPERIENCE

October 2018 –
June 2019

Social Work Intern, Baby University of Signal Centers, Chattanooga TN

- Assisted program case managers with home visits, administered assessments, analyzed cases and communicated with clients.
- Aided the program director in execution of tasks, including scheduling meetings, filing paperwork and editing letters.
- Communicated with partners and community members about events and donation information, accompanied staff at outreach events, and assisted with the general flow of the organization

July 2017 –
Present

Administrative Assistant, Freedom Warranty, Chattanooga, TN

- Assisted the president and office manager with the overall flow of company details, arranged meetings, events, and travel plans for employees and investors.
- Met the needs of all office employees in ensuring they are comfortable with their tasks and promoted productive communication between coworkers and higher administration.
- Updated policies and systems as they apply to the business's expansion and market changes.
- Created and organized company documents such as contracts, client records, reports and receipts.
- Maintained inventory on office and advertising supplies.
- Brainstormed and executed marketing ideas to promote the business name.

March 2014 –
May 2017

College Mentor at Girls Preparatory School, Young Life Chattanooga, Chattanooga, TN

- Coordinated group events twice a week for students in high school with the overall goal of mentoring girls in academic and personal endeavors during their teenage years.
- Planned one-on-one meetings with girls seeking guidance in a variety of areas, especially emotional and personal matters.
- Created an enjoyable atmosphere for children to interact in activities, participate in games, and meet students from different schools.
- Organized fundraising events providing students the financial ability to attend Young Life camps.
- Attended school sports games, theater productions, and extracurricular events to introduce more teenagers to the organization and offer them the opportunity to participate.

May 2016 –
August 2016

Practicum, Moccasin Bend Mental Health Institute, Chattanooga, TN

- Assisted the Adjunctive Therapy Unit and paired with the recreational therapists.
- Organized classes and oversaw activities including: cooking, self-help groups, expressive music and writing, and stress management.
- Aided therapists and nurses during treatment sessions and one-on-one assessments with communication and help for patient's personal and medical needs.
- Tended to patients in ensuring they felt comfortable and that their needs were met, assisted them in their therapeutic activities and transported them between units.

February 2017 –
May 2017

Research Assistant, Dr. Amanda Clark, the University of Tennessee, Chattanooga, TN

- Organized data collection plans for a study involving self-esteem and social media usage in adults.
- Brainstormed locations for sampling and gathered research supplies to administer experiments to participants.

May 2015 –
July 2017

Barista & Shift Manager, Chattanooga Coffee Company, Chattanooga, TN

- Managed daily operations in the storefront, supervised other employees, oversaw store inventory and supply ordering, received phone calls and communicated messages to higher management.
- Fulfilled customer needs by ensuring their overall satisfaction, prepared food and beverages at their request, maintained a clean and comfortable environment.

VOLUNTEER

August 2015 – Present

The House Ministries at UTC, Designer & Mentor, Chattanooga, TN

- Meet individually with freshmen girls to help them to feel recognized and comfortable in their transition to college life.
- Host weekly small-group events for college girls who are active in the organization.
- Design campus advertisements, event decorations, and artwork to support the organization.
- Assist in campus orientations and fundraisers.

March 2014 – Present

Young Life Chattanooga, Camp Work Crew, FL, GA, NC, SC

- Aiding staff members in several Young Life camps with work crew activities including: preparing food for meals, serving meals, managing store concessions, cleaning dining and recreational areas, organizing events, assisting leaders and staff with the overall flow of camp.
- Train college and high school leaders in work crew instructions and policies.

June 2012, 2013, & 2014

Girl Scouts of Tennessee, Summer Day Camp Leader, Franklin, TN

- Lead a small group of elementary-age girl scouts towards earning their badges at day camp.
- Organized and administered activities which would be both enjoyable and teach life skills.

July 2013 & 2014

Hopkins Village, Vacation Bible School Leader, Hopkins Village, Belize

- Attended the village's local school and organized and lead in fun activities, such as singing music, telling stories, and interactive group activities.

ACTIVITIES & AWARDS

Dean's List at The University of Tennessee at Chattanooga
Dean's List at Southern Adventist University
Phi Alpha Honor Society
Tennessee Hope Scholarship
Chattanooga Women's Leadership Institute
Mayor's Council for Women
CITI Research Training
Girl Scouts of America

PROFESSIONAL SKILLS

Microsoft Office, social media management, conduct and interpret statistical analyses, scientific research, public speaking, Adobe Systems, detail-oriented, effective written communication, behavioral analysis, one-on-one & small group communication, time management

PERSONAL SKILLS & HOBBIES

Critical thinking, active listening, personal mentoring, drawing & painting, illustrative design, running, fitness coaching, creative writing, photography, event planning, interior design, piano & flute, music theory