

ALICIA EDUCATION

MEMPHIS, TN

(233) 233-8888

aeducation4@memphis.edu

EDUCATION **Master of Science in Instruction and Curriculum Leadership, May 2020**

University of Memphis, Memphis, TN

Major: Special Education with a concentration in Applied Behavior Analysis

GPA: 4.0

Bachelor of Professional Studies, May 2018

University of Memphis, Memphis, TN

Major: Child Development and Family Studies

GPA 3.5

EXPERIENCE **Dora's Daycare, Assistant Teacher**

Memphis, TN August 2018- Present

- Maintain discipline and classroom control of 15 preschool students to foster a safe and positive learning environment
- Provide one-on-one instruction to children who need individual support
- Lead morning circle and provide daily group lessons to support Montessori instruction

Cooper Charter School, After-School Youth Leader

Memphis, TN October 2018-Present

- Guide 12 students in weekly leadership activities to increase student leadership throughout school and local communities
- Encourage 15-20 teens to participate in weekly enrichment activities devoted to enhancing social and emotional development
- Follow up with parents to promote volunteer opportunities to increase students' community involvement
- Maintain log of weekly student attendance.

ADDITIONAL EXPERIENCE **Jason's Salon and Spa, Receptionist**

Memphis, TN, September 2016- December 2017

- Manage communications with 60+ clients weekly for service scheduling and clarifying client questions and concerns
- Operate the register to process credit card, check, and cash payments from clients
- Provided superior customer service by providing each customer with personal attention, and ensured a relaxing salon experience

Burger Palace, Serving Assistant

Memphis, TN, February 2016-October 2017

- Communicated with server to maintain service efficacy and guest satisfaction
- Maintained cleanliness of dining room and restocked service stations providing a safe, clean, area for customers and staff
- Accounted for money in cash drawer at the beginning and end of shifts to verify correct amounts.

HONORS **Dean's List, Fall 2017-Spring 2018**

ACTIVITIES **Youth Services Activities Club Vice President, September 2017-March 2018**

Best Buddies Volunteer, May 2014-October 2017

PAUL TEACH

MEMPHIS, TN

(233) 233-8888

PTEACH4@MEMPHIS.EDU

EDUCATION Bachelor of Science in Education: Teaching All Learners

University of Memphis, Memphis, TN

Expected: May 2022, Cumulative GPA 3.5

TEACHING Student Teacher, McFarland Elementary

EXPERIENCE Memphis, TN January 2019- Present

- Observe and interact with teachers, students, and other support personnel in diverse school settings
- Create lesson plans and conducted assessments that were conducive to learning
- Encourage students' engagement to promote a positive school environment

After-School Youth Leader, Cooper Independent School

Memphis, TN October 2018-Present

- Guide approximately 12 students in weekly learning activities
- Encourage 15-20 teens to participate in weekly activities
- Follow up with parents to promote volunteer opportunities
- Maintain log of weekly student attendance

Facilitator, Bridges USA

Memphis, Tennessee, May 2018-July 2018

- Instructed and led junior and senior high school students through team building experiences.
- Engaged students in meaningful conversations about diversity, poverty, gentrification and community action.
- Developed on-going communications with students and parents following the summer program.

ADDITIONAL Receptionist, Jason's Salon and Spa

EXPERIENCE Memphis, TN, September 2016- December 2017

- Manage communications with 800+ clients
- Operate the register to receive payments from clients
- Provide a positive and friendly attitude to enhance client experience

Serving Assistant, Burger Palace

Memphis, TN, February 2016-October 2017

- Communicated with server to maintain service efficacy and guest satisfaction
- Maintained cleanliness of dining room and restocked service stations

HONORS Dean's List: Fall 2018-Spring 2019

ACTIVITIES Youth Services Activities Club, September 2017-March 2018

Youth Services Activities Club, May 2014-October 2017

St. Jude Radiothon Volunteer, September 2013-July 2015

Macy Memphis
Memphis, TN |662.671.4422 |
macymem@memphis.edu

EDUCATION

The University of Memphis, Memphis, TN, Anticipated Graduation Date: Spring 2021

Master of Science Clinical Mental Health Counseling, Current GPA: 4.0

The University of Memphis, Memphis, TN, December 2017

Bachelor of Arts Psychology Minor: Education, GPA: 3.44

RELEVANT COURSEWORK

Clinical Techniques, Clinical Mental Health Counseling, Group Counseling Processes, Multicultural Counseling, Interventions in Mental Disorders, Addiction Counseling, Lifespan and Human Development, Legal and Ethical Issues in Counseling, Career Counseling

EXPERIENCE

University of Memphis, Memphis, TN

Foundations of Counseling Graduate Assistant, August 2019-Present

- Administer, evaluate, and grade quizzes and test for 30 students
- Provide additional instruction for a weekly average of 7 Foundations of Counseling students through office hours
- Attend weekly meetings with professor to discuss the curriculum and student performance

Crisis Intervention and Support Hotline, Baton Rouge, LA

Hotline Intervention Specialist, October 2018-August 2019

- Utilized and managed a multi-line phone system to provide support for a daily average of 12 clients experiencing crisis
- Collaborated with teammates and clinical supervision to determine best practices for individualized client care
- Maintained daily documentation of approximately 50 client interactions within cycle time, resulting in 95% positive service reviews

Youth Intercept, Baton Rouge, LA

Behavioral Technician, January 2018-October 2018

- Promoted positive outcomes upon youth's completion of in-patient treatment through psychoeducational life skill groups
- Implemented reward system to manage behavioral expectations of youth age 8-10
- Collaborated with treatment team to develop treatment interventions for caseload of 15 youth based on progress and struggles
- Conducted daily, ongoing documentation for youth receiving services by reporting their mood, affect, and progress to determine the effectiveness of team interventions

Positive Psychology Lab, Memphis, TN

Research Assistant, *August 2016-December 2017*

- Assisted and coordinated recruitment events of research participants
- Attended team meetings and contributed to the research team
- Performed evaluations, collected and analyzed data of 50+ research participants

ADDITIONAL EXPERIENCE

Fine and Fancy Restaurant, Memphis, TN

Hostess and Waitress, *August 2016-December 2017*

- Collected, distributed orders, and managed food resources for average section of 10 tables.
- Implemented new menu introduction strategies, increasing customer purchases of daily specials by 10%
- Assisted in the training of 5 new waiters, promoting attention to detail and comprehensive understanding of restaurant practices

MEMBERSHIPS

Chi Sigma Iota Honor Society, Member, March 2018-Present

Alpha Alpha Alpha, Active Member, September 2014-November 2017

VOLUNTEER

More than a Meal, Server, January 2018- Present

Louisiana Making Mentors Program, Mentor, January 2018-October 2019

Leapfrog Elementary School, Tutor, August 2015-December 2015