

# Amy Santos

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## WORK EXPERIENCE

### Student Coordinator – Ardmore Community Tutoring

March 2022 – Present

- Led the recruitment, hiring, and training of new student tutors, creating job postings and conducting interviews to find the best candidates.
- Attended weekly meetings to set student tutoring schedules, working closely with coordinators and administrators to ensure that all schedules were optimized for both students and tutors.
- Developed lesson plans for weekly tutoring sessions incorporating activities, worksheets, and practice writing prompts

### Team Talent Operations Intern– Achievement First Charter School

June 2022 – Aug 2022

- Assisted with the onboarding of new employees, ensuring all necessary paperwork and documentation were completed and processed.
- Reviewed termination letters to identify a common cause
- Managed payroll for the company, including calculating employee hours and handling any discrepancies.
- Attended weekly company meetings to discuss plans and develop future strategies for addressing current goals and challenges facing the company.

## SKILLS

**Soft Skills:** Organization, Public Speaking, Communication, Conflict Management, Recruiting, Scheduling

**Technologies:** ADP, Greenhouse, Microsoft Access, Microsoft Office Suite

## EDUCATION

**Bachelor of Arts – BA, Psychology, Bryn Mawr College, Bryn Mawr PA**

May 2023

**Minor in Educational Studies**

- **GPA:** 3.60/4.0

## VOLUNTEER WORK

### Organization Volunteer

May 2022 – Aug 2022

- Developed and delivered presentations to teach Microsoft Office products to children in Ghana, resulting in improved computer literacy and digital skills among participants.
- Utilized Google Sites to develop and enhance the organization's website, resulting in increased awareness and engagement through updating the current information and adding recent photos.

## ACTIVITIES

### Hall Advisor – Bryn Mawr College

Sept 2022 – Present

- Plan and coordinate events and activities for residents including “hall hangouts” to encourage community building
- Facilitate conversations between residents to mediate conflicts
- Regularly conducted room and common area inspections to ensure the comfort and safety of all residents.
- Assisted with maintenance requests, resolving issues in a timely and efficient manner to ensure the residents satisfaction.

### Classroom Aid, Phebe Anna Thorne School – Bryn Mawr PA

March 2022 - present

- Established and maintained a safe and nurturing environment for children to play and learn in, by implementing and enforcing strict safety protocols, and fostering a positive and encouraging atmosphere.
- Utilized a growth mindset approach to educate young children, by promoting curiosity, creativity, and self-discovery, resulting in enhanced learning outcomes.
- Engage with children in a variety of activities, puzzles, and readings.