

Student Program Administrator Student Program Administrator Student Program Administrator - Georgetown University Alexandria, VA Work Experience Student Program Administrator Georgetown University - Washington, DC July 2016 to Present Develop education materials based on college preparation requirements to assist students in transitioning from middle school and high school to universities. Create and oversee a weekly initiative, Saturday Academy, to provide participants with tutoring and mentorship materials. Co-host leadership development and educational improvement workshops and events with middle school teachers and administrators. Supervise student academic progress, biographical information, and personal challenges to develop individualized student curriculums.

LEADERSHIP EXPERIENCE

Volunteer Teacher Kids 2 College, Cesar Chavez Middle School February 2016 - Present Washington, DC Provided individualized tutoring support for primary and secondary school students. Implemented and lead college preparation classes for low-income, first generation students. Supported students and facilities in adapting to new environments. Created an education curriculum based on college processes and requirements in order to train students to tap into available resources for college admittance.

Student Dedicated Aide Close Up Foundation - Washington, DC January 2019 to June 2019 Overseen and was responsible medically from anywhere to 25-300 students a week. Maintained and kept track of students medical records. Responded and reported on sight to any medical emergencies.

Membership database/Office Assistant Washington, DC August 2018 to January 2019 Updated, managed, cleaned, and organized membership database of about 50-100 thousand members. Printed, packaged, sorted and mailed out membership materials. Researched and analyzed potential members (high profile personnel and companies) Managed daily office administrative tasks

Project Development Designer Young Wild Genius Company - Washington, DC July 2016 to May 2017 Devise target lists and procedures for external clients to develop solutions and increase program efficiency. Manage data analytical projects identifying market and production needs to improve strategies for partnerships. Prepare research material for product design development to gain a competitive edge in the market. Create and maintain internal hiring, payroll, and compliance structure for program staff, interns, and volunteers. Plan

and execute major product showcases and events in collaboration with corporations and organizations. Student Engagement Specialist GOODPartners - Washington, DC January 2016 to July 2016 Devise target lists and procedures for external clients to develop solutions and increase program efficiency. Manage data analytical projects identifying market and production needs to improve strategies for partnerships. Logistics Coordinator Hoya Saxa Weekend Planning Committee, Georgetown University - Washington, DC November 2015 to April 2016 Coordinated catering services, office materials, and administrative tasks with department administrators and outside vendors and businesses. Regulated reservation requests and planned approaches for event strategy and efficiency. Supervised logistical needs for conference groups, students, and family members. Administered transitional services, training materials, and instruction for new students. Dedicated Aide KIPP DC Quest Academy - Washington, DC January 2016 to February 2016 Provide individualized support to 21 primary school students in order to improve children's achievements of individual academic and behavioral goals. Consistently implement behavioral and academic strategies outlined in children's IEP goals. Support classroom teacher in monitoring student progress and using a variety of instructional materials, resources, and experiences to enrich student learning, Regularly observe students and establish positive relationships to inform planning in the arrangement of small groups, classroom set up, intentions of students' interests in learning activities, and subsequent assessments. Skills Quantitative, Excel, Microsoft office, Powerpoint, Word, Cpr, Cpr/, Cpr/aed, Qualitative analysis Additional Information SKILLS Languages: Advanced - English, Basic Knowledge of Spanish Microsoft Office: Advanced - Word, PowerPoint, Excel Quantitative and Qualitative Analysis Restorative Justice and Conflict Resolution CPR/AED Certified

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