



ALEXIS CHISOLM

HR ASSISTANT

PERSONAL PROFILE

I am an HR Assistant and educator who enjoys data and inclusivity. If I had to describe myself in two words, well phrases, I'd say that I am a people-person and problem-solver.

CONTACT DETAILS

Mobile: 203-953-8318
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Location: Bridgeport, CT 06610

MAIN INTERESTS

- Communications
- Public Speaking
- Team Management
- Web Design for Startups
- Social Media
- Customer Service

EDUCATION HIGHLIGHTS

UConn, Coding

Full Stack Flex Program | 2020

UMass, Educational Policy

Graduate Certificate Program | 2018

UConn, Business Administration

Bachelors Degree Program | 2014

Bridge Academy Charter School

High School Diploma | 2010

CAREER HISTORY

HR/Recruiting Assistant

Blue Sky Studios | 2019 - Present

- Delivers an upbeat orientation for all new hires once a week
- Manages WorkDay for the studio's employee life-cycle; creates requisitions and positions and processes new hires
- Developed and utilizes a streamlined filing system to organize and track confidential information for over 600 employees
- Acts as the liaison for the Director of HR; responds to inquiries regarding studio policies and benefits

Education Manager

Connecticut Women's Hall of Fame | 2018 - 2019

Worked independently to:

- Plan and execute several Hall-sponsored educational events related to STEM or politics; responsible for doubling the number of events hosted and increasing CWHF's reach and impact
- Developed and authored history curriculum
- Delivered 60+ Connecticut women's history-related programs in schools, libraries, and other partner venues across the state
- Assisted the Director of Development in drafting budgets and grant and partnership proposals to fund educational initiatives and tracking metrics and program impacts

Consultant

Bridge Academy Charter School | 2017 - 2018

Partnered with the Director to:

- Develop actionable steps in response to school-wide issues
- Lead two professional development sessions for over 30 educators about race, privilege, and culturally relevant teaching

Middle School Science Teacher

Teach For America | 2015 - 2017

- Administered Louisiana aligned science lessons to 6th, 7th, and 8th grade students to ensure mastery on the LEAP assessment
- Tracked and analyzed students' performance to adjust classroom instruction
- Led class discussions regarding "hot topics" and current events