

ALEXCIA PROEVE

17 Sloane Road, Newburgh, N.Y., 12550 | aproeve.ptech@gmail.com | 845-520-8096

SUMMARY Incoming Junior at Excelsior Academy. Experienced in working with wide range of ages in order to provide a fun, friendly environment. 3 years of experience with online forums, spreadsheet management, and in-game administration.

SKILLS & ABILITIES

- Proficient in all Microsoft Office Tools
- Proficient in HTML & CSS
- Able to make professional fliers and brochures
- Able to work in a well-organized team
- Able to manage a spreadsheet and document all expenses
- Ability to type 90 WPM
- Able to manage basic finances

EXPERIENCE **EVENT MANAGER** LIFE PUNCH.NET
DEC 2015- MARCH 2016

Responsible for hosting and managing events on an online forum + in-game server. Must manage own spreadsheet documenting all expenses. Attend weekly meetings to discuss future plans for events.

NOTABLE ACCOMPLISHMENTS

Took control over a delayed event due for Easter, designed the graphics of the event and coordinated the team of people responsible for distributing prizes. Used personal items to provide prizes.

EDUCATION **NEWBURGH FREE ACADEMY, EXCELSIOR ACADEMY**
SUNY ORANGE STUDENT

Maintaining a 3.13 GPA in college classes taken while being enrolled in high school classes simultaneously. Maintaining over 3.6 GPA across all computer science related courses. Well-versed and articulate, maintaining 3.5 GPA in English class.

ACTIVITIES

- Youngest solo artist of the Newburgh Illuminated Festival, painted 4 by 2 ft. lightbulb-shaped plywood to display in community.
- Commissioned graphic artist
- Assists illiterate family member with finances monthly.
- Volunteer graphic artist
- Helped facilitate the "Hour of Code" 2 years in a row.
- Modelled for advertisement purposes, NPAA related.

RECOGNITIONS & AWARDS **PARTICIPATION IN PERMANENT ART COLLECTION, JUNE 2015**
BOARD OF EDUCATION
LONGEST STANDING MEMBER OF NPAA, AUGUST 2015

