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|  | 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** LifePunch.netDec 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 AcademySuny 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 2015Board of Education**Longest Standing Member of NPAA**, August 2015 |