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|  | ALExcia Proeve  17 Sloane Road, Newburgh, N.Y., 12550 | aproeve.ptech@gmail.com | 845-520-8096  Website: aproeve.github.io/personal/ |
| SUMMARY | Junior at Newburgh P-TECH School, Excelsior Academy. 3 years of experience with online forums, spreadsheet management, and in-game administration. Interested in graphic design, web design, and mathematics. |
| Skills & Abilities | * Proficient in all Microsoft Office Tools * Proficient in HTML & CSS * Experienced in creating professional fliers and brochures * Able to manage a spreadsheet and document all expenses |
| 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 an abandoned 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 3.6 GPA across all computer science related courses. Well-versed and articulate, managing a 3.5 GPA across all English classes. **Suny Orange**, A.A.S. in cyber securitySuny Orange Student Maintaining a 3.52 GPA in college classes taken while being enrolled in high school classes simultaneously. |
| Activities | * Youngest solo artist of the Newburgh Illuminated Festival, painted 4 by 2 ft. lightbulb-shaped plywood to display in community. * Commissioned graphic artist * Volunteer graphic artist * Helped facilitate Excelsior “Hour of Code” event 2 years in a row. * Modelled for advertisement purposes, Newburgh Performing Arts Academy related. |
| Recognitions & Awards | **Participation in permanent art collection**, June 2015Board of Education**Longest Standing Member of Newburgh Performing Arts Academy**, August 2015 |