

Marnee Irby

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Education

Northwestern University, Evanston, IL
Bachelor of Science in Education and Social Policy
Concentration in Human Development and Psychological Services

March 2018

Work Experience

Founding Academic Coordinator | MetroSquash | Evanston, IL April 2018 --Present

- Support 30+ students with the high school application and selection process
- Communicate with parents, school administration, and other important stakeholders to best serve students
- Spearhead volunteer recruitment and manage 15+ volunteers and work study students from Northwestern University
- Train volunteers to mentor and tutor students
- Plan and deliver daily after-school enrichment, summer camp programming, and supportive services including homework help, supplemental instruction, and hands-on learning opportunities.
- Monitor the academic progress of students, providing the necessary support to help improve outcomes
- Provide enriching learning experiences that extend beyond after-school hours including field trips, guest speakers, and workshops during school breaks
- Help plan special events, school visits, and other opportunities to raise visibility of the organization

Career Development Intern | MetroSquash | Chicago, IL January 2018-April 2018

- Updated company data on Salesforce
- Oversaw communication between MetroSquash college students
- Created and edited the monthly career development e-newsletter for 50+ college students
- Collaborated with the College Success Director to best support college students and assess student needs

School Lead Teacher | McGaw YMCA Childcare Center | Evanston, IL September 2017-April 2018

- Collaborate with co-school lead teacher in engaging 20+ second grade students in academic classroom work and helping students with homework
- Create and design fun academic worksheets for second grade students to complete while in class
- Facilitate fun classroom activities on a daily basis for second grade students

Teacher Assistant | MetroSquash | Chicago, IL December 2016-June 2017

- Graded student work and led academic stations during class time
- Set up ELA and Math classrooms before student arrival by setting up laptops and printing student worksheets
- Tutored 30+ middle school students with homework and other class assignments

Volunteer Experience

Teacher Assistant | Chute Middle School | Evanston, IL January 2019-Present

- Assists the lead teacher with any work she needs help with during the class period for Literature & Language Arts

Mentor | McGaw YMCA Childcare Center | Evanston, IL September 2017-Present

- Mentor rising high school freshman by meeting twice a month to give advice and discuss possible high school interests

Skills

Technical: **Proficient in MS Word, PowerPoint, Excel, Outlook, Salesforce, Google Drive, Expensify**

