

Jane S. Leonard

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2200 Westmoreland St. #428
Arlington, VA
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Education

Virginia Commonwealth University (Richmond, VA)

Fall 2013 - May 2017

School of Social Work

- *Bachelor of Social Work, Minor in Psychology*
- Cumulative GPA: 3.55 Major GPA: 3.92

Phi Alpha Honor Society for Social Work

Spring 2016 – present
December 2013 – May 2016

VCU ASPIRE

- Earned Community Engagement Certificate
- Completed over 100 hours of co-curricular experiences & community engagement academic coursework

Work Experience

Intern with Communities in Schools – Overby-Sheppard Elementary School – Richmond, VA August 2016 – present

- Analyzing data from Kindergarten families needs assessments to shape the pilot K-12 student success program
- Conducting home visits with the CIS coordinator
- Facilitating small group activities with students
- Compiling a health, education, housing, and additional miscellaneous needs resource database for Overby-Sheppard Elementary School families

Intern at Greater Richmond Fit4Kids – Richmond, VA

January – May 2016

- Led Food Explorers program for 20 students
- Facilitated the Safe Routes to School Program for JEB Stuart Elementary School
- Analyzed program data for use in applications for grants
- Wrote grant for Wellness Integration supplies
- Assisted at the Henderson Middle School learning gardens

Teacher at Eye Level Learning Center – Falls Church & McLean, VA

May – August 2015 & 2016

- Taught students aged 3-15 in English (reading & writing) and Math (basic & critical thinking)
- Tutored individual students who needed additional assistance in Math and English

Nanny – Arlington and Richmond, VA

May – August 2014, 2015
August – December 2015

- Arlington: Cared for client's three children (aged 3, 6, and 8) in the family home four to five times a week
- Richmond: Cared for client's child (aged 2) in the family home twice a week.
- Entrusted with transporting children to the pool, sporting activities, and school events
- Provided meals, activities, and reading and homework assistance until parent returned home

Skills

- Microsoft Office Suite (Word, Excel, and PowerPoint)
- Google (Drive, Sheets, and Docs)
- Certification of training on Child Abuse & Neglect: Recognizing, Reporting, and Responding for Educators

Leadership/Activities/Awards

- Cultural Ambassador for English Language Program– Virginia Commonwealth University January – May 2015
- Club Soccer – Virginia Commonwealth University 2013 – 2015
- Lobby Day – Advocated for two House Bills that would interrupt the 'School to Prison Pipeline' February 2017