

Preferred Full Name (Personal Pronouns)
City, State Phone Number | Email | Updated LinkedIn URL

Profile Statement

Hardworking and motivated Global and Cultural Communications student, expected to graduate from Suffolk University with Honors in May of 2023. A strong interpersonal communicator with keen cultural awareness. Aspiring for a career in the Curatorial or Museum industries.

Skills

Microsoft Office, Adobe Creative Suite, Strong Written and Oral Communication, Supervising and Leading Teams, Social Media: Instagram, Twitter, TikTok

Experience

Bright Horizons, Boston, MA – Child Care Provider

October 2019 - March 2020

- Supervised and instructed 8-12 infants and toddlers, including feedings, play, maintaining nap schedules, diaper changes, first aid, and health-related care.
- Worked with ages 2-5 & Pre-K following age-specific curricula, nap routines, play, discipline, education, mealtimes, and group activities.
- Collaborated with other child care providers to guarantee safety and effective curriculum delivery.

Once Upon a Time Acting Camp, Peaks Island, ME – Founder, Director, and Counselor

Summers 2011 - 2022

- Hosted 3 week-long sessions for groups of up to 25 girls between the ages of 4-14.
- Organized and executed a culminating performance for the community each session.
- Supported children in Script Writing, Costume Design, Improv, Acting, and Live Performance.
- Managed two counselors-in-training with program development, and supervisory responsibilities.

LinC Media Collective, Peaks Island, ME – Founder

September 2016 – May 2019

- Created a program to teach media and marketing skills to 25+ fellow high school students as Project Manager
- Organized teams that could effectively serve local community organizations, businesses, and nonprofits as a digital media agency.
- Developed a digital media curriculum (Adobe Creative Suite) and oversaw deliverables including 10 external projects and over 25 internal projects.
- Oversaw interaction with clients, including facilitation of meetings and presentation of deliverables.

May Winter Property Management, Peaks Island, ME – Founder

Summers 2016 – 2021

- Managed 23 Properties and 6 subcontractors, including cleaners, plumbers, lawn care, and electricians.
- Created protocols and ensured high-quality service delivery for management services including cleaning, maintenance, and staging.
- Liaised between guests and homeowner.

Education

Suffolk University, Boston, MA

Expected May 2023

Bachelor of Arts in Global and Cultural Communications

GPA: 3.7

Honors & Awards: College of Arts & Science Honors Program; Dean's List 5 Semesters

Suffolk University, Madrid, Spain

September 2022 – December 2022

Study Abroad Program