

# Alexa Bruce

(She/Her/Hers)

Boston, MA 02111 ▪ [bruce.a@northeastern.edu](mailto:bruce.a@northeastern.edu) ▪ 677-222-6755 ▪ LinkedIn

## EDUCATION

### Northeastern University

*Bachelor of Science in Human Services*

Boston, MA

July 2020

**Minor:** Psychology

**Relevant Coursework:** Science of Play; Child Intervention and Treatment; Social Policy; Nonprofit Communications; Counseling; Food Justice and Community Development; Global Social Enterprise; Developmental Psychology

## EXPERIENCE

### Women's Lunch Place

*Service-Learning Intern*

Boston, MA

February - April 2020

- Developed three workshops and resources focused on healthy eating for aging women and women in recovery
- Prepared and served meals to local visitors/guests

### Harvard Association

*Service-Learning Intern at the RTH Children's Center*

Boston, MA

September - December 2019

- Monitored safety and behavior of up to eight children, aged 6-7 years, in after school program
- Tutored children in Math and English skills
- Provided emotional support, promoted collaboration and cooperation and mediated conflicts

### Education First

*Marketing and Fundraising Associate*

Boston, MA

January - June 2019

- Completed planning and execution of logistics for more than ten events and meetings; conducted post-event data input and financial reconciliation utilizing strong attention to detail
- Advertised student scholarship process to surrounding schools resulting in a 20 % increase in applications; verified missing materials; followed up with students; updated database; reviewed and gave feedback on hundreds of applications
- Researched financial costs for students at over 45 colleges and universities; incorporated helpful on-campus and local resources in marketing materials
- Managed social media and website for Education First resulting in a 10% increase in traffic
- Created new e-newsletter to be distributed to over 10,000 clients; developed new internal organizational communications resource for staff across all sites

### Boston Building Resources

*Strategic Communications Service-Learning Intern*

Boston, MA

September - December 2018

- Devised strategic outreach and communications plan for local nonprofit with team of three
- Liaised with the HR, Marketing and Communication Manager, and CSR community to support and maintain education branding

### BLOCKS School

*Teacher Assistant*

Boston, MA

January - June 2018

- Cooperated with team of three toddler classroom teachers; determined most effective methods to promote development in children, aged 18-30 months; aided with motor, social, and emotional skills
- Monitored safety of children, cleanliness of environment, and behavior; adapted plans as needed
- Learned to mediate conflicts, when to intervene, and how to best support very young children
- Updated daily progress and activity notes for each child

## SKILLS

**Computer:** Experienced with Microsoft Word, PowerPoint, Excel, Adobe InDesign, Photoshop, Salesforce

**Language:** Chinese (Fluent), Spanish (Elementary)

# John Nicholson *(He/Him/His)*

Boston, MA | [jnicholson@northeastern.edu](mailto:jnicholson@northeastern.edu) | 123.456.7789 | <https://www.linkedin.com/in/JohnNicholson>

## **EDUCATION**

### **Northeastern University**

*Bachelor of Arts in History, Minor in Math*

Honors/Awards: Dean's List, Dean's Scholarship, University Honors Program

**Relevant coursework:** Education in the Community, Curriculum Design and Assessment, Language, Literacy, and Culture in Middle and High Schools

Boston, MA

May 2019

**GPA: 3.9**

### **Northeastern University Study Abroad Program**

*Study of Holocaust Trauma and Collective Memory*

**GPA: 3.8**

Germany and Poland

Summer 2015

## **PROFESSIONAL EXPERIENCE**

### **Middleton Middle School**

*Substitute Teacher*

- Instructed Math, Art, and English to classes ranging between 13-24 students for Grades 7 and 8.
- Incorporated digital technology into learning activities, including use of software applications as well as SMART boards, leading to subsequent implementation by regular teacher.
- Delivered creative and informative presentations to students on a variety of subjects and ensured understanding through evaluation and assessment.

Middleton, MA

September 2015 – Present

*Teaching Aide*

- Assisted classroom teacher in an 8th grade Algebra class, 8th grade Social Studies class, and 7th grade Learning Center with classroom management and aiding students with classwork.
- Collaborated with teachers to implement curriculum and provided support to students who required extra guidance.
- Tutored two students one-on-one on study and organizational skills resulting in improved test scores and overall academic performance.

January – June 2015

### **Northeastern University**

*Resident Assistant*

- Addressed student needs and encouraged involvement that supports the mission of Northeastern University.
- Led 10 student centered hall programs focused on healthy living, building community, diversity, transition to college life, and education that enhanced student engagement.
- Conducted invitation/publicity follow-up and reporting; tracked event RSVPs and maintained mailing lists.

Boston, MA

August 2015 – April 2019

*Connections and Decisions Teaching Assistant*

- Collaborated with instructor in planning and teaching a weekly course of 17 undeclared freshmen students.
- Monitored student posts on blackboard and provided weekly feedback.

Fall 2015, Fall 2016

### **Generation Citizen**

*Democracy Coach, Education Director*

- Taught a weekly action civics course to a class of 14 to 25 high school students.
- Led students in conceptualizing and implementing plans to address a community-based issue.
- Planned weekly meetings and mentored Northeastern students on teaching methods and lesson planning.

Boston, MA

June 2014 – July 2015

### **Distressed Children and Infants International (DCI)**

*Communications Assistant*

- Monitored and posted for the DCI official Facebook page, resulting in increased traffic.
- Led online publicity campaign for the 2013 Conference on Child Rights and Sight at Yale University.

New Haven, CT

May 2013 – June 2014

## **SKILLS**

**Computer:** Microsoft Word, PowerPoint, Excel, Mozilla Thunderbird, Sage ACT!, SMART boards, Eudora, Facebook

**Languages:** French (intermediate), Spanish (basic)