

Alexander Smith

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EDUCATION

Montclair State University, Montclair, NJ

Master of Arts in Educational Leadership, concentration Higher Education expected May 2020

- GPA: 3.9

University of Delaware, Newark, DE

Bachelor of Arts in Psychology Education, May 2018

HIGHER EDUCATION EXPERIENCE

Academic Success Center at Montclair State University, Montclair, NJ

Graduate Student Worker

January 2019 – Present

- Support the planning and execution of tutoring, supplemental instruction, and workshops online for freshman, transfer, and adult learner students
- Advise 10 undergraduate students on academic probation and 5 transfer students on academic warning to help them achieve and maintain good standing at the University
- Collaborate with a team of diverse professionals, graduate students, and undergraduate staff to support the learning of all
- Prepare clear and accurate reports while maintaining confidentiality of student files and records

Office of Residence Life & Housing, University of Delaware, Newark, DE

Resident Assistant

August 2016 – May 2018

- Supervised 50 undergraduate residents and addressed student concerns through individual weekly meetings
- Handled crisis situations such as medical emergencies, building evacuations, and conflicts
- Worked with floor members to build communication skills and engaged in goal setting and community building for residence hall
- Participated in daily duty rotation to uphold Office of Residence Life & Housing policies and procedures
- Attended all training and professional development programs once a month

OTHER WORK EXPERIENCE

Camp at the Lake, West Milford, NJ

Lead Counselor

Summers 2014, 2015, 2016

- Oversaw a group of 25 fifth graders during the 10-week summer camp program
- Created stimulating activities for students such as games, arts & crafts, and swim
- Communicated with Leadership Team and parents regarding any conflict with a camper

SKILLS

- *Computer:* Microsoft Office
- *Languages:* Fluent in Spanish
- *Certifications:* CPR/AED (2019), First Aid (2019)