

## **Education**

**University of New England**, Biddeford, Maine

Expected Graduation: December 2020

Bachelor of Science in *Aquaculture and Aquarium Sciences*

Fields of interest: *Lab work, Managerial settings, Re-stocking populations*

## **Experience**

University of New England, Biddeford ME - ***Copy Center/ Mail Room Student Clerk***

May 2017 - Present

- Arranged and assigned personal mail keys to students.
- Handled mail and packages to students as well as faculty.
- Operated lamination and copier machines.

University of New England, Biddeford ME - ***Safety and Security Student Bus Driver***

November 2019 - Present

- Provided campus members safe travel.
- Engage in helpful communication.

University of New England, Biddeford ME - ***Student Digital Literacy Consultant Tutor***

August 2019 - Present

- Work alongside team members and independently.
- Assisted students with various technological needs for their classwork.
- Proctored in-class lectures, reported to monthly staff meetings.
- Created and edited videos, audio files, and building websites.

## **Other Related Experience**

Associative assistant, EyeSight and Surgery, Springfield MA

September 2014 - August 2016

- Organized personal patient files.
- Assisted the office manager as needed; Problem solved as necessary.
- Actively collaborated with other workers and patients.

## **Leadership Experience**

*Orientation Leader*, University of New England, Biddeford ME

June 2018 - July 2018

- Oversaw the incoming students and provided information about the campus.
- Facilitated meetings with other leaders.
- Resolved problems among students.

*Internship coordinator*, Saco River Salmon Club Alliance, and Hatchery, Biddeford ME

December 2019 - May 2020

- Planned meetings with interns.
- Designed daily activities while at work.
- Guided students on tours of the facilities.

## **Clubs and Activities**

### **Skills**

- Technological & Computer skills.
  - Wordpress, Office 365, Google Suite, R-Commander
- Extensive knowledge in inventory control.
- Resourceful planning and schedule coordinator.

### **Awards**

- Merit Scholarship.