

# ALEXIS SIERRA

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## PROFESSIONAL PROFILE

I am client- focused and works well in all areas and environments. I display a responsible attitude and thrive at being multi-task oriented and flexible. I am consistent and detail-oriented with leadership qualities.

## SUMMARY OF QUALIFICATIONS

Classroom management skills, Naviance, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, SPSS

## EDUCATION

Holy Family University, Newtown, Pa December 2017  
**Masters, Counseling GPA 3.8**

Holy Family University, Philadelphia, Pa May 2015  
**Bachelor of Arts, Psychology GPA 3.5**

## CERTIFICATIONS

### Department of Education

- In-State Educational Specialist I March 2018

## RELATED WORK EXPERIENCE

Constitution High School, Philadelphia, Pa. September 2017- Present  
**School Counseling Intern**

- Provide individual counseling, group counseling, oversaw clubs, advising students, lead senior seminar, and support college applications

Tacony Academy Charter School, Philadelphia, Pa. August 2016 – May 2017  
**School Counseling Intern**

- Advocated for students, aided in IEP meetings, and documented notes

Institute for Behavior Change, Exton, Pa. July 2015 – July 2016

### **Therapeutic Staff Support**

- Trained in methods to effectively manage the behaviors of children on the Autism spectrum

## WORK EXPERIENCE

TD Bank, Philadelphia, Pa. July 2013 – Present  
**Teller II**

- As a team player performed teller transactions, assisted in product knowledge, provided excellent customer service

Burlington Coat Factory, Philadelphia, Pa. August 2012 – July 2013  
**Customer Service Representative**

- Maintained up-to-date knowledge of store policies, Processed returns and exchanges

## PROFESSIONAL ORGANIZATIONS

ASCA, American School Counselor Association  
HPSO, Healthcare Provider Service Organization