

ALEXIS SIERRA

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PROFESSIONAL PROFILE

Driven and out-going personality. Client- focused and works well in all areas and environments. Responsible, multi-task oriented, flexible and ambitious. Consistent and detail-oriented with leadership qualities and surely a team player.

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