

Alex Doe

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EDUCATION

Lawrence University | **Appleton, WI**

June 2021

Bachelor of Arts and Bachelor of Music | Majors: Psychology and Vocal Performance

Honors: Mita Sen Award for Societal Impact (2021) | Dean's List (all years)

Relevant Coursework: Principles of Psychology | Developmental Psychology | Psychopathology | Statistics

COUNSELING AND MENTAL HEALTH EXPERIENCE

Community Advisor | **Lawrence University Office of Residential Life** | Appleton, WI Sep 2021 – Present

- Exercise active listening and other micro-counseling skills to work with residents to resolve conflict
- Maintain confidentiality of students while seeking advice from supervisors about challenging meetings
- Organize inclusive programming for residential communities, including dialogues around sensitive topics

Intern | **Recovery Program Solutions of Virginia** | Annandale, VA June 2021 – Aug 2021

- Built relationships with 45+ mental health and community organizations by conducting outreach
- Published content on mental health topics including a piece on queerness and mental health treatment

Support Group Co-Facilitator | **Recovery Program Solutions of Virginia** | Annandale, VA July 2021

- Helped moderate a weekly mental health support group of 5-10 clients
- Communicated with a variety of clients from diverse backgrounds, including clients with trauma, depression, bipolar disorder, and anxiety disorders
- Kept records of client information and group discussion topics

TEACHING AND LEADERSHIP EXPERIENCE

Writing Tutor and Head Tutor | **Lawrence University** | Appleton, WI Sep 2018 – Present

- Develop strong working relationships with a diverse population of students
- Exercise flexibility in tutoring approach to meet each student's needs
- Demonstrate professionalism while maintaining confidentiality of tutee information
- Facilitate group discussions by listening and encouraging participation at annual new tutor trainings

Aural Skills Teaching Assistant and Tutor | **Lawrence University** | Appleton, WI Sep 2018 – Aug 2020

- Explained complex music and listening concepts using easy-to-understand terms
- Strengthened group facilitation and class management skills while teaching weekly class to 20+ students
- Utilized students' strengths to develop individualized teaching methods

SKILLS

- **Software:** Video Editing: Wondershare Filmora | Design: Canva | Email Marketing: Constant Contact | Microsoft Office: Word, Excel, PowerPoint, Outlook
- **Language:** Spanish (Intermediate – Written and Oral)