

# Alex Mackall

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## EDUCATION

- Indiana University  
Bachelor of Arts, Psychology (Incomplete) *August 2011-Present*  
Minor, Spanish *August 2011-December 2013*
- Carmel High School *August 2011- May 2011*

## WORK EXPERIENCE

- Indiana University (Bloomington, IN) *February 2015-Present*
  - Work as a project assistant in the College of Arts and Sciences, Dean's Office. Certified in FERPA regulations. Entrusted with work involving private student files, having been trained on campus and governmental policies on the secure usage of confidential information.
- Colorado Mountain Ranch (Boulder, CO) *June 2015-August 2015*
  - Worked as a camp counselor and the arts and crafts program director. Planned new projects each week for the kids. Also greeted the children and their parents at the beginning of the day and answered parent questions, collected camper paperwork, and directed the children to their various activities.
- Primrose School of West Fishers (Fishers, IN) *August 2014-January 2015*
  - Worked alongside lead teacher in maintaining the health and happiness of eight babies in the infant classroom. Tracked each individual child's daily schedule to send home in the evening and communicated with parents at the beginning and end of everyday.
- Great Spirits Summer Camp (Indianapolis, IN) *June 2008-August 2014*
  - Acted as a counselor for a camp for students of a few of the Catholic schools that are located in downtown Indianapolis. It is held at St. Phillip Neri Catholic School. Assisted the teacher, Cathy King, in running the "fun and fitness" part of camp, where kids play different sports and gym-class games.
- Big Brothers Big Sisters of South Central Indiana (Bloomington, IN) *May 2014-July 2014*
  - Planned and organized monthly events for the little brothers and sisters to attend with their older mentors. Also attended networking and recruiting events for the non-profit organization.
- T.I.S. Bookstore (Bloomington, IN) *August 2011-July 2014*
  - Worked in the sportswear department. Completed multiple different tasks such as putting out stock, pricing new merchandise, marking down merchandise, straightening merchandise, delivering merchandise to other stores, and assisting customers both on the sales floor as well as on the phone.
- Goddard Daycare (Carmel, IN) *August 2010- June 2011*
  - Worked with kids ranging from the ages of 6 months to 6 years. Ran activities, dealt with injuries, and kept the kids entertained.

## **HONORS**

- Member of the Journey Fellowship funded by the Lilly Endowment
- Carmel High School Scholar Athlete
- Women's Press Association first place editorial cartoon in Indiana

## **SKILLS AND INTERESTS**

- Strong organizational and analytical skills
- Works effectively with a wide variety of people
- Calm and productive in a stressful work environment
- Speaks Spanish
- Skilled typist
- CPR and first aid certified
- Beginning American Sign Language

## **REFERENCES**

- Courtney Cross  
(317) 362-1758
- Tiffany Moore  
(317) 501-9621
- Mike Hinen  
(260) 224-9004