

# Avery Black

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## Education

**Michigan State University**; East Lansing, MI

May 2018

Bachelor of Arts, Psychology

- Minors: Education and Spanish
- GPA: 3.91; Dean's List (all eligible semesters); National Society of Collegiate Scholars

**Comparative Cultures in Ecuador**; Quito, Ecuador

May 2015 - Aug. 2015

Study Abroad Program Participant

- Participated in an 8 credit intensive Spanish language and cultural immersion experience
- Volunteered at a local orphanage, built a new common room, and engaged 3-7 children weekly
- Strengthened cross-cultural skills by building relationships with on-site instructors and local residents

## Experience

**NorthWest Initiative**; Lansing, MI

June 2017 - Present

Community Outreach Intern

- Recruit 4 nonprofit organizations and 5 business partners to sponsor and attend workshops and events aimed at building healthy communities through youth engagement and food system development
- Maintain database of 500 contacts, update events website regularly, and create promotional plans
- Oversee team of 12 volunteers for event set-up, registration, food service, and take-down
- Compile conference evaluation reports and make recommendations to Executive Director

**J.Crew**; East Lansing, MI

December 2015 - Present

Sales Associate

- Assist manager in training new hires, on-boarding 15 new associates to date
- Memorize promotions and special order processes to provide expertise for customers
- Independently processed credit cards, cash transactions, bank deposits, and other store reports accurately
- Expeditiously resolved customer concerns to maintain positive relationships and brand loyalty

**Michigan House of Representatives**; Lansing, MI

January 2015 - May 2015

Office Support Intern

- Composed 10-12 formal responses to constituents each week on legislative-related topics
- Used Democratic Party database to maintain constituent contacts on local, state, and federal concerns
- Addressed high volume calls (20-30 daily), prepared presentations for weekly committee hearings, and managed office's digital and physical records, ensuring accuracy and professionalism on all fronts

**Refugee Development Center**; East Lansing, MI

August 2015 - December 2015

Volunteer High School Mentor/Tutor

- Overcame cultural and language barriers with 30+ students by remaining open and encouraging
- Adapted lessons and activities to students' learning styles and varying levels of proficiency
- Coached students weekly in reading, writing, pronunciation, and cultural practices

## Additional Experience

Nanny for middle-school student with special needs; Holt, MI

March 2016 - Present

Spanish Tutor/Mentor at Southside Community Coalition; Lansing, MI

Oct. 2015 - Dec. 2015

## Skills Profile

- **Language**: English (native); Spanish (intermediate)
- **Technical**: Photoshop (beginner); Excel & Google Sheets (intermediate); website updates (beginner)