

Alexandra Latham

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Education

The Pennsylvania State University

University Park, PA

College of Liberal Arts

Bachelor of Science in Communication Arts and Sciences

May 2024

Masters of Science in Human Resources and Employment Relations

GPA: 3.73/4.0

Lakewood High School

Lakewood, Ohio

June 2019

GPA: 4.33/4.0

Work

Non-Profit Fundraiser

May 2022-August 2022

New Canvassing Experience

Nashville, TN

- Communicated effectively to spread awareness about the ASPCA and Oxfam America
- Inspired individuals to get involved and donate to these non-profits
- Took on a leadership role as a Team Lead that oversaw and organized other canvassers

Nanny

May 2020-September 2020

Annemarie Nicholson

Lakewood, OH

- Provided care, transportation, meals, and entertainment for the child.
- Acted with patience, responsibility, and leadership to make sure the child had a safe and fun environment.

Service Coordinator

January 2019-August 2019

Bomba Tacos and Rum

Rocky River, OH

- In charge of the restaurant's organization; including seating, cleaning, and assisting the staff.
- Communicated with all members of the staff to ensure guests are given the best service possible.
- Represented the business with hospitality and gratitude.

Tennis Coach

May 2017-August 2018

Bay Village Recreation Center

Bay Village, OH

- Formed and organized lesson plans and drills for the tennis summer camp.
- Instructed campers on technique and rules.
- Led other coaches and oversaw that the camp was functioning correctly.

Leadership/Clubs

Pennsylvania State University

State College, PA

Trilogy Recruitment chair

August 2020-June 2021

- Promoted the THON organization to gain new members.
- Encouraged community service and fundraising among students.
- Created and led events that grew the organization.

Honor Society Foundation

July 2020-present

- Recognizes students with outstanding academic achievement.
- Nonprofit organization that offers scholarship opportunities to members.

Lakewood Highschool

Lakewood, Ohio

Student Council: Student Body Secretary

August 2018-June 2019

- Organized and led school events.
- Served as the communicator between students and staff.

National Leadership Conference

June of 2016-2019

- Gained leadership experience and training.
- Worked with a range of diverse students and leadership experts.
- Discussed controversial topics and ways to improve interpersonal communication.

ADDITIONAL EXPERIENCE/HONORS/SKILLS/INTERESTS

- Teamwork, Communication, Organization, Management, SPSS