

OLIVIA CIGNA

CONTACT

48 Hathaway Road,
Wilmington, MA 01887
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SKILLS

- Very organized and able to communicate effectively.
- Flexible and dependable.
- Will complete all tasks on time and with accuracy.
- Self-motivated and a leader.
- Creative, kind, and fun!

EDUCATION

AUG 2018 - University of New England, Biddeford, ME

- PRESENT**
- Expected Graduation: May 2022
 - GPA: 3.98/4.0
 - Dean's List (Fall 18, Spring 19, Fall 19)

EXPERIENCE

SEP 2016 - CA.R.E.S. Staff Member, Wilmington, MA

- PRESENT**
- Lead an after-school and summer program for children in grades K-6.
 - Facilitate creative activities for children.
 - Assist with homework needs.
 - Create a fun and safe environment to learn and be entertained.

DEC 2018 - Wilmington Public Schools Substitute Teacher, Wilmington, MA

- PRESENT**
- Fill in for K-12 teachers in their absence.
 - Monitor student behavior, distribute necessary materials, assist students with anything they need.

AUG 2018 - Career Services Staff Assistant, University of New England

- PRESENT**
- Assist with the planning of various career-related events.
 - Input student data when they utilize the services of the office.

EXTRACURRICULAR ACTIVITIES

AUG 2018 - UNE Education Club, Co-President

- PRESENT**
- Run events for the children of the community: Breakfast with Santa, Read to ME, a Spring Festival.
 - Support and assist teachers in the area.

AUG 2018 - UNE Fit Club, Secretary & Interim President

- PRESENT**
- Run fitness related events: the Donut Run, Irish Eyes are Miling, etc.
 - Take notes and send out emails.
 - Conduct meetings, plan and execute events, schedule fitness classes.

NOV 2019 - Student Leadership Advisory Council, Student Representative

- PRESENT**
- Represent the major of Education and the Education Club.
 - Meet with the Dean of the College of Arts and Sciences to discuss university-related topics and improve the climate of the school.

COMMUNITY SERVICE

SEP 2016 - **Faith Formation, Grade 3 Religious Education Teacher at St.Thomas Church**

- MAY 2018
- Prepared lessons and crafts for the students.
 - Helped them further their knowledge of the religion.

2013 - 2018 **Maycenter School for Autism & Developmental Disabilities, Volunteer**

- Assisted with the annual craft fairs, carnivals, and open house of the new school.

SEP 2017 - **Wilmington High School, Intern**

- MAY 2018
- Co-created an elective course: Foundations of Writing.
 - Planned and executed English mini-lessons.

SEP 2018 & **UNE Day of Service, Volunteer**

- SEP 2019
- Picked up glass, gardened, and cleaned a local park in Biddeford, ME.

REFERENCES

Mr. Christopher Phillips / Assistant Principal of Wilmington High School
(978) 694-6060 (ext. 6105)

Ms. Jessica Hanafin / Site Coordinator at Wilmington C.A.R.E.S.
((978) 604-8463

Ms. Lisa Desberg / English Teacher at Wilmington High School & Advisor to Senior Internship
(978) 360-8298

Ms. Cindy Altomari / Education Professor & Academic Advisor at UNE
(207) 602-2846

Mrs. Roberta Ferreira / Career Services Staff Assistant at UNE
(207) 602-2096