

Calvin Alexander

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EDUCATION

UNIVERSITY OF DENVER

Master of Arts in Sport & Performance Psychology (MASPP)
Cumulative GPA: 3.95/4.0

Denver, CO
June 2024

NORTHWESTERN UNIVERSITY

Bachelor of Arts in *Psychology* & *Spanish*
Cumulative GPA: 3.58/4.0

Evanston, IL
June 2021

WORK EXPERIENCE

SIMMONS UNIVERSITY SCHOOL OF SOCIAL WORK

Administrative Assistant to the Dean

Boston, MA
Aug 2026 - Present

- Coordinate both academic and individual calendars for the Dean and Program Directors
- Prepare purchase orders as needed for orders, programs, projects and other commitments
- Serve as the primary point of contact for the Dean via email, telephone, and in-person

WALLA WALLA COUNTY - COMMUNITY DEVELOPMENT

Senior Administrative Assistant

Walla Walla, WA
Nov 2024 - May 2026

- Prioritized multiple requests from community members via phone call, email and public hearing
- Produced staff reports and distribution lists for Community Development department-wide use
- Scanned and organized physical archival folders as well as digital documents for public access

CENTER FOR PERFORMANCE EXCELLENCE (CPEX)

Mental Performance Consultant

Denver, CO
Sept 2022 - July 2024

- Conducted a 30-minute sport psychology session once per week for multiple elite junior sports teams
- Provided mental performance strategies to athletes during swim meets, tennis matches and more
- Customized content for one-on-one sessions with athletes who have requested individualized attention

UNIVERSITY OF DENVER

Career Peer Advisor

Denver, CO
Aug 2023 - June 2024

- Strategized with University of Denver students about resumés, cover letters, job searches and interviews
- Built a passion project about transferring student-athlete skills to the professional world
- Educated student-athletes via workshops, tabling events and post-graduation outcome data

KEY AUTISM SERVICES

Behavior Therapist

Skokie, IL / Denver, CO
Sept 2020 - Mar 2021 / Sept 2022 - Mar 2023

- Facilitated social, emotional and educational learning for multiple clients with Autism Spectrum Disorder
- Responded to tantrums and physical aggression by employing Applied Behavior Analysis training
- Evaluated data on 23 different behaviors and skills in order to analyze the clients' progress

UNCOMMON SCHOOLS

Special Assistant to the President

New York, NY
Aug 2021 - Aug 2022

- Collaborated daily with President, Julie Jackson, to optimize her communications and scheduling
- Coordinated organization-wide volunteering effort to place over 50 employees in schools
- Managed all purchasing, communication and in-person operations for the Principal Fellowship Program

SKILLS

Technical Skills: Microsoft Office, Google Suite, Workday, Canva, iMovie, SPSS, Qualtrics

Languages: Spanish