

# Alyssa Lopez

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## Education

University of Michigan – Ann Arbor, MI  
Bachelor of Arts, English Language and Literature, *anticipated May 2015*  
Minoring in Community Action and Social Change, and Writing  
Overall GPA: 3.82

## Work Experience

### Intern

826michigan, Ann Arbor MI – *June 2014-Present*

- *Summer 2014 Intern:*
  - Created daily lesson plans and prepared 4 sessions of Drop-In Writing workshops for youth ages 8-18 each week
  - Taught creative writing activities and identified areas of improvement for students with grammar, story development, and various other aspects of writing
- *Volunteer and Outreach Assistant:*
  - Complete background checks for potential volunteers, record and organize outreach and volunteer data via Salesforce database entry
  - Coordinate and communicate with new volunteers about upcoming training sessions, outreach activities, and events

### Diversity Peer Educator

University of Michigan Housing, Ann Arbor MI – *January 2013 to Present*

- Advise and support Multicultural Council of 9 students in development of community events, planning, leadership, and organizational skills
- Design and lead training sessions for staffs of up to 40 members on social identity, multiculturalism, and diversity
- Facilitate development of social justice education and motivation for student staff; mediate resident and staff conflicts

### Student Coordinator

U-Go's Convenience Store and Pizza Pi, Ann Arbor, MI – *October 2011 to Present*

- Supervise group of 40+ employees and provide biannual training
- Evaluate and analyze food costs and strategies for waste reduction in annual operations
- Lead team meetings of 4-6 employees to increase morale, and provide mentorship on customer service standards and time management tools

## Volunteerism and Leadership

**Class Facilitator:** University of Michigan Housing – *December 2014-Present*

- Lesson plan and facilitate weekly 2.5 hour class around social justice for 12 incoming residence staff members

**Conversation Circle Leader:** English Language Institute, Ann Arbor, MI – *September 2014-December 2014*

- Structured weekly one-hour conversation practice with group of 6 international Graduate Students

**After-School Tutor:** 826michigan, Ann Arbor, MI – *January 2013-Present*

- Tutored students ages 8-18 in a variety of school subjects twice a week for two hours
- Guided students on homework and adapted different teaching styles to help students learn best

**First Year Peer Mentor:** University of Michigan Mentorship Program – *September 2012-Dec 2013*

- Aided 3 mentees in transition to college, facilitated group interaction, and offered resources and support

## Skills

Conflict Resolution  
Dialogue Facilitation

Advising and Event Planning  
Knowledgeable of Housing Policies

Spanish Proficiency  
HMS Odyssey Database

Google Applications  
Microsoft Office Suite