

Faith Elam

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EDUCATION:

Eastern Illinois University Bachelor of Arts in English	2005-2010
Ashford University MAED in Family & Community Services	2011-2012
Eastern Illinois University MA in Family Counseling	2012-Present

EXPERIENCE:

- 02/2012- 03/2013 **University of Illinois** Champaign, IL
Served in various administrative and executive support positions at the University of Illinois while a Masters-level student, including positions at the University of Illinois Foundation, the Human Resources Office, and the College of Medicine. Duties included:
- Administrative functions (data entry, typing, preparing meeting minutes, inventory, mail distribution).
 - Customer service functions (multi-line phones, handling front office visitors).
 - Training employees in data entry.
 - Performing Human Resource duties (qualifying applicants for exams, preparing testing packets, processing spreadsheets).
 - Executive support functions (preparing letters and emails for physicians, scheduling meetings and conference calls, managing faculty and Department Head calendars)
 - Handling bookkeeping duties (reconciling transactions).
 - Assisting with special projects (Admissions, Student Awards program).
- 01/2011-12/ 2011 **YMCA- Safe and Sound Program** Naperville, IL
Site Coordinator
- Created and implemented a variety of activities including special recreation projects before and after school.
 - Planned and implemented programs for underprivileged students.
 - Work positively with parents, children, supervisors and coworkers to maintain quality standards.
 - Prepared monthly program reports for Director.
 - Responsible for close supervision and interaction with youth in the before and after-school program.
 - Helped students focus on leadership abilities and build self-esteem.
 - Provided tutorial assistance, arts and crafts, physical- education, and interactive group games.
 - Supervised five staff members in coming together to create a lesson plans on a month to month basis.
 - Attended conferences for the training of my staff to stimulate and solicit program expansion.
- 06/2005-01/2010 **Eastern Illinois University-** Charleston, IL
Served in a variety of administrative and executive support positions at the Eastern Illinois University while a Bachelors-level student, including positions in the Office of Legal Services, Counseling and Student Development, and Continuing Education. Duties included:
- Administrative and customer service functions (data collection and entry, spreadsheets, phones, front office visitors).
 - Executive support functions (clerical assistance for attorneys, managers, and faculty, writing letters, scheduling meetings).
 - Assisting with special projects.
- 01/2004-01/2005 **Urban League of Champaign County- After School Program** Champaign, IL
Teaching Associate
- Instructed and supervised approximately twenty students in the area of writing, reading, speech, dance and theatre.
 - Prepared structured lesson plans, literary packets, and activities to expand students' knowledge and growth.
 - Prepared weekly reports and evaluated students based on behavior, academic progress to support student success.
 - Coordinated recreational activities throughout the year for student programs as well as recreation time during after school.
 - Planned and created opportunities to take field trips off campus as well as assisted with program direction that involved physical education, Theatre, music, and family interaction.

Teacher

- Provided Instruction for Students in the area of writing, reading, and speech in and out of the classroom.
- Provided tutoring to students during study sessions.
- Evaluated students weekly on behavior, and academic progress.
- Assisted with the planning of lessons to expand student's knowledge and growth in the subject area.
- Assisted in preparing program design for students.
- Assembled data and prepared administrative reports.
- Responsible for student recreation in between class and study sessions.

Volunteer/Related Experience**President of EIU, ESPA- Eastern Student Parent Association**

Dec. 2010-Aug. 2011

- Assisted non-traditional students with resources on and off campus
- Assisted with formulation of policies
- Formulated and developed standard operating procedures for program activities.
- Established and maintained public relations with individuals and agencies within the University.
- Planned and provided recreation activities for ESPA families and their children.
- Conducted workshops for Parents and non-traditional students within the University.

Volunteer, Franklin Middle School

Sept. 2005-Dec. 2009

- Mentor
- Assist with tutoring to those who needed help with various subjects
- Planned programs for students to visit and explore universities and colleges.

Volunteer, Lofton & Lofton Management

Feb. 2010- Present

- Assisted with programs for underprivileged youth
- Planned and implemented programs throughout the year
- Assisted with publicity and advertising for event.

Volunteer, Church of the Authority

Feb. 2012-present

- Assisted with implementing programs that will allow students to get tutorial services.
- Helped engage students with reading and comprehension through games and activities.

Volunteer, Canaan Academy

Jan. 2012- present

- Help with Tutoring and programs that are put on
- Assist with Recreational games after school.

Volunteer, Champaign-Urbana Day non-profit organization

Aug. 2010- Present

- Develop and direct programs, including program design, logistics, budget, and other functions.
- Formulate and develop standard operating procedures for program activities.
- Provide leadership for program activities and develops advertising and publicity for events.
- Assist the program director with research and developmental grants.
- Serve as a liaison with sponsoring and contracting sources