

Alexis Lounsbury

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experience

11/2022-present **THE PHILADELPHIA ENERGY AUTHORITY**

PHILADELPHIA, PA (HYBRID)

Administrative Coordinator

Assists with management of daily operations, and admin support to a municipal energy authority centered on making solar power and sustainable energy practices more accessible to the people of Philadelphia.

- General administrative and operations responsibilities including invoice processing, budgeting and financial and grants-related reporting.
- Manage communications and content with a diverse array of partners and stakeholders, including community groups, funders, politicians and staff, businesses and nonprofits. Developed email communications, managing website and blogs, and public announcements.
- Assist in the development of organizational processes and procedures as well as maintain and expand key metrics, systems and tracking. A recent project included redesigning the organization's shared google drives to optimize organization, communication, and productivity across multiple programs.
- Provide assistance to staff, managers, and senior-level officers as needed.
- Well versed in the following softwares and platforms:

Google Workspace, Adobe Pro, Wordpress, Monday.com, Paychex, Quickbooks, Salesforce

8/2020-6/2022 **THE PEREGRINE SCHOOL**

DAVIS, CA

Head Teacher

Leading teacher in a combined 1st and 2nd grade classroom at a project learning based garden school. Mentored and managed a team of three educators, overseeing all curriculum, instruction, assessment, as well as teacher training and development.

- Successfully built a dynamic teaching team for the 1st-2nd grade level, beginning with hiring and onboarding. Fostered a strong team mentality with facilitated weekly check-ins, dedicated mentorship, regular observation and feedback, and continued support in building confident educators.
- Oversaw all scheduling and curriculum planning, accounting for varying needs of different classroom dynamics, specialist teachers, and school-wide events.
- Directed academic progress of 30 total students, with frequent assessment and data tracking. Monitored for student hurdles or difficulties, implementing intervention when needed. Regularly coordinated with the local public school system for student evaluations and needs for services.
- Invited by the elementary administration to present on a forum for parents and the school community regarding "Resilience in Learning." Led a detailed presentation on mindfulness in the classroom, and how it can be fostered at home.

8/2018-8/2019 **THE COLLEGIATE SCHOOL**

NEW YORK, NY

Assistant Teacher

Dedicated Assistant Teacher for the 1st Grade and reported directly to the Head Teacher during the 2018/2019 school year. Trusted to operate in a co-teaching model in partnership with the Head Teacher by collaborating on lesson plans and course curriculum for subjects such as Math, Reading, Writing and Social Studies.

- Specialized in the TERC Investigations Curricula, which focuses on the conceptual and visual aspects of teaching addition and subtraction through a customizable curriculum for assessment.
- Played a key role in instructing an 8 student reading group, ensuring all 8 students ended the school year reading above their grade level. On average students performed 3-4 levels above grade standards, following the Fountas and Pinnell leveling system.
- Facilitated parent conferences in partnership with the Head Teacher to help showcase student progress by highlighting examples of their coursework, work ethic, and executive functioning skills.
- Owned detailed report writing for student assessments by writing narrative reports and scorecards to deliver to parents from the start of the school year, at the midpoint of the year, and again at the year's end for completion of coursework.

additional

2018 - 2019	GRACE CHURCH SCHOOL <i>Associate Teacher, 1st grade & pre-k</i>	NEW YORK, NY
Fall 2019	ARTS POWER NATIONAL TOURING COMPANY <i>Performer, The Monster Who Ate My Peas</i>	NEW YORK, NY
Fall 2018	NYSAIS PEOPLE OF COLOR CONFERENCE <i>Conference Attendee</i>	NEW YORK, NY
Spring 2017	NYU FORUM ON ETHNODRAMA	NEW YORK, NY
2015-2016	NYU STEINHARDT <i>Office Assistant</i> <i>Workshop Completion</i>	NEW YORK, NY
Spring 2015	NYU FORUM ON SITE SPECIFIC THEATRE <i>Workshop Completion</i>	NEW YORK, NY
Spring 2014	INTERNSHIP ABROAD WITH LEAH GAFFEN <i>Assistant Director, Wizard of Oz</i>	PRAGUE, CR
2013-2015	AMERICA READS/AMERICA COUNTS <i>Tutor</i>	NEW YORK, NY

education

2017	NEW YORK UNIVERSITY Master of Arts in Educational Theatre in Colleges and Communities	NEW YORK, NY
2016	NEW YORK UNIVERSITY Bachelor of Science in Educational Theatre Minor in Dramatic Literature	NEW YORK, NY