

Alyssa Marie Scivoletti

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## EDUCATION

**Nyack College** , Nyack College, New York Bachelor of Science, May 2019

Major: Youth and Family Studies GPA: 3.8

## AWARDS

Magna Cum Laude, Nyack College

President's Scholarship, Nyack College

Dean's List, Nyack College

## RELATED EXPERIENCE

Vineyard Christian Church, Florence, KY

**Children's Pastor**, January 2020 – Present

- Input personal data for incoming members of church
- Partnered with parents for a wholesome church experience.
- Developed various leaders
- Utilized Planning Center for check in's and administrative practices.
- Created online content for Family Services
- Recruited multiple team members
- Created Church graphics
- Successfully ran multiple social media accounts
- Taught Children
- Organize various systems for church metrics
- Maintain a safe, positive environment for fellow team members
- Supervise and educate a team of twenty seven team members
- Various office tasks.

Northwestern Mutual, New York, NY

**Client Relations Manager**, July 2019 – January 2020

- Managed a Client database
- Upheld Strict confidentiality
- Maintained relationships between employer and client.
- Frequent communication with Clients
- Managed extensive calendar
- Organized and created various documentation for clients.
- Marketing ideas for various team members
- Maintain a safe, positive environment for fellow team members
- Created multiple systems for productivity
- Implement assimilation processes

V1 Church, Amityville, NY

**Administration Team Co-Lead**, July 2018 – January 2020

- Input personal data for incoming members of church
- Organize various systems for church metrics
- Record inventory for multiple departments within the church
- Maintain a safe, positive environment for fellow team members
- Supervise and educate a team of nineteen people
- Implement assimilation processes

The Clean Machine Carwash, Bellmore, NY

**Customer Service Representative**, December 2017 – May 2019

- Kept drawers accurate, current and secure by checking bills for counterfeit markers, storing large bills and keeping adequate change
- Restocked, arranged and organized merchandise in front lanes to drive product sales
- Maintained an organized, and clean customer area by completing daily recovery checklists

The Law Office of Genevieve Lane Lopresti , Seaford, NY

**Calendar Clerk**, September 2015 - December 2017

- Maintained a clean office environment
- Managed extensive legal calendar
- Answered client phone calls
- Maintained client confidentiality
- Organized and obtained legal documentation

#### VOLUNTEER EXPERIENCE

V1 Church, Amityville, NY, January 2018– January 2020

Youth and Family Studies Leadership Team, Nyack, NY, Spring 2017 – May 2019

#### SKILLS

Blackboard, Social Media, Computer Skills, Management, Problem Solving, Microsoft Office Suite, Basic Programming, Creative Writing, Conflict Resolution, Time Management, Marketing, Event Planning, Leadership, Strategic Thinking, Collaboration, Idea Creation, Ethical Decision Making, Empathy, Public Speaking, Negotiation, Crisis Management, Networking, Organizational Skills, Interpersonal Skills, Quick Learner, Detail Oriented, and Critical Thinking.