

# MAILE MARGULEAS

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## EDUCATION

**Clark University, Worcester, MA**

*Master of Education & Education Specialist* in School Psychology & Counseling

Expected: May 2028

*Bachelor of Arts* in Psychology, Community Youth & Educational Studies, and Spanish

Expected: May 2025

**The Pachaysana Institute, Quito, Ecuador**

Fall 2023

*"Rehearsing Change"* decolonizing education and fair-trade study abroad program.

## WORK EXPERIENCE

**Office Assistant, Residential Life & Housing, Worcester, MA**

September 2021 - Present

- Answer the phone & take messages for all offices, completing document & mail deliveries across campus and other clerical tasks (Residential Life & Housing, Student Leadership & Programming, Wellness Programs)
- Assisting with projects that include filing keys, updating dorm registries, and organizing staff lists

**Training Coordinator & Ambassador, Clark University Undergraduate Admissions, Worcester, MA** March 2022 – Present

- Communicate with students, parents, and faculty for information sessions, in-person and virtual panels, and site tours
- Attend and aid in the execution of recruitment events, such as Open Houses, preview days, weekend visits, and others
- Social media projects, create reels/videos, post about clubs or information, contact students, and administer pages

**Administrative Assistant, National Student Leadership Conference, Blacksburg, VA**

June 2024 – July 2024

- Setting up and breaking down events for program activities during sessions
- Prepare, coordinate, and execute NSLC leadership program materials

**Resident Advisor, Clark University Residential Life & Housing, Worcester, MA**

August 2022 – May 2024

- Created engaging monthly programming that ranged from crafting nights, diversity talks, and more
- Utilized and oversaw a budget of \$70 per semester for six programs.
- Served in area duty rotation and addressed interpersonal and community conflicts using a harm reduction framework.

**Summer Elementary Teacher & Assistant, Mary Star of the Sea School, Honolulu, HI**

June 2021 – August 2023

- Supervised a classroom of 25+ students, teaching and instructing classes
- Created syllabi, lesson plans, curriculum, projects, homework, and field trips.

## LEADERSHIP ACTIVITIES

**Assistant Site Director, Core Staff Counselor & Lead Counselor Coordinator, Winner's Camp Foundation—**

*Hawai'i Leadership Academy, Honolulu, HI*

July 2017 – Present

- Creating programs for teenagers ages 10 - 18 regarding accelerated notetaking, memory training, visualization, creative thinking techniques, self-management methods, team building, and positive energy
- Creating curriculum, managing budget, and connecting with donors and board members
- Overseeing 60+ campers with 30+ counselors and participating in 80+ hours of seminars, activities, and training

**Co-Founder & Supervisor, T.O.Y.: Time of Youth Hawai'i, Honolulu, HI**

November 2020 – June 2021

- Provided equal opportunities for low-income communities through connections between businesses and organizations
- Partnered with 4+ professional organizations and businesses
- Raised \$500+ in donations of technology, school supplies, and clothes and helped 200+ low-income families

## CERTIFICATES & TRAININGS

- *Youth in Development, Peace Corps Prep Program, Worcester, MA* VALID: January 13, 2025
- *Psi Chi, International Honor Society in Psychology, Worcester, MA* VALID: November 14, 2024
- *Title IX & Youth Protection, Virginia Tech Office of Youth Protection, Blacksburg, VA* VALID: June 8, 2024 – June 8, 2025
- *RCR Basic Curriculum + Human Subjects, Collaborative Institutional Training Initiative (CITI) Program, Worcester, MA* VALID: April 18, 2024 – April 18, 2027
- *Heartsaver Pediatric First Aid CPR AED, American Heart Association, Honolulu, HI* VALID: July 8, 2023 — July 8, 2025
- *Youth Worker Training Institute, Clark University, Worcester, MA* VALID: May 1, 2023

## SKILLS

- **Computer:** Microsoft, Word, Excel, PowerPoint, Outlook, SPSS, Data Entry, Data Collection, Instagram, Snapchat, Facebook, YouTube, Website Editing, Panopto Transcriptions, Zoom, Canva, Dropbox, Sona Systems, Slate, Slack
- **Language:** English—fluent; Spanish—conversational
- **Interpersonal:** Public Speaking, Organizational Leadership, Event Planning, Customer Service, Conflict Resolution, Team Building & Comradery, Interpersonal Communication