|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Kay Vallely* | |  |  | | --- | --- | | 845-656-9718 |  | | knvallely@gmail.com |  | | Linked In |  | | Portfolio |  | | 121 West Portland Street   455 C, Phoenix, AZ 85003 Phoenix, AZ 85003 |  | |  |  | |  | |  | |  | |  | |  |  | |

|  |  |
| --- | --- |
|  | Objective |

Communications major who specializes in interpersonal conflicts. Extensive background in psychology, counseling and crisis intervention. Communicates effectively in verbal, non-verbal and written speech.

|  |  |
| --- | --- |
|  | Education |

*State University of New Paltz | New Paltz, NY  
Bachelor of Arts in Interpersonal Communication  
Minor in Psychology  
Deans List 2015- 2018  
Lambda Pi Eta*

|  |  |
| --- | --- |
|  | Experience |

January -  May 2018  
**Intern**, Dispute Resolution Center, Middletown NY

* Co-monitors supervised visitation sessions
* Advising staff pertaining to best care practices based client feedback.
* Aggregate quantitative population data concerning accessibility to DRC services.
* Assisted facilitation of MAAPS and Parent’s Apart programs and supplied feedback.

August 2017 - October 2017  
**Baker /Retail**, Tops, New Paltz, NY

* Maintained an enthusiastic atmosphere with an emphasis on fast, friendly customer service. Designed appealing product displays. Safely operated oven, proof box, bread machine and DIGI printer.

Spring 2015  
**Intern/Assistant Teacher**, The Children’s Center, Purchase College, NY

* Collaborated with teachers to instill a productive and fun learning environment
* Guided children to problem solving, social cues and monitoring their emotions
* Worked hands-on with 3-5 year old’s, assisting in their cognitive, motor and social development.

Fall 2015     
**Assistant Teacher/ Environmental Supervisor**, School For Young Children, Tallahassee, Fl

* Collaborated with network of teacher to ensure all classes follow routine
* Facilitated outdoor play, indoor activities as well as reading time
* Promoted to Environmental Safety Manager where responsibilities were to monitor children’s areas daily for safety concerns and to replace old or nonfunctioning toys.

|  |  |
| --- | --- |
|  | Skills |

|  |  |
| --- | --- |
| * Adult and Pediatric First Aid/CPR/AED certified * Crisis Management * Client Outreach | * Conflict Resolution * Basic Microsoft, Excel, PowerPoint * Scheduling/ Event Coordinating |

|  |  |
| --- | --- |
|  | Activities |

Fall 2017- Spring 2018                                                                          
**Social Media Manager**, Oasis/Haven     
SUNY New Paltz, New Paltz NY

* Managed Oasis/Haven social media pages, ensuring visibility of Oasis/Haven to the SUNY New Paltz student population to increase accessibility.
* Aided in training of staff members in crisis counseling techniques such as empathy and reflection, sensitivity related to sexual assault, and risk assessment for suicide, homicide, eating disorders and self-harm.

Spring 2017  
**Volunteer**, Alzheimer’s Association: The Longest Day

* Collaborated and orchestrated event including preparing location, contacting establishments for donations as well as instruct a non-alcoholic sip and paint.

February 2015 to June 2015

**Treasurer**, Purchase Psychology Club Purchase, NY

* Organized finances, planned fundraisers, improved cooperation skills and management techniques.
* Delegated tasks and facilitated bi-weekly meetings and even.