

Alina M. Elma
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EDUCATION

Ave Maria School of Law, Naples, FL
Juris Doctor Candidate, May 2023

Florida Atlantic University, Boca Raton, FL
Bachelor of Arts, Psychology, May 2020

EXPERIENCE

Life Skills Management, Miami, FL
Administrative Assistant, July 2013 – December 2021

Answered telephone calls, arranged meetings and appointments and verified insurance coverage for a busy mental health business.

FAU Student Union, Boca Raton, FL
Guest Services/ Assistant, January 2020 – May 2020
Handled office duties and assisted in event scheduling and planning.

FAU Human Resources, Boca Raton, FL
Assistant, July 2019 - December 2019
Handled office duties and arranged meetings and appointments.

Rosalie Group Home INC., Miramar, FL
Companion Service/Caregiver, July 2013 - June 2017
Helped people with developmental disabilities in a group home setting. Taught living skills such as personal hygiene or grooming, dressing, and eating.

T.A.G. TEEN AWARENESS GROUP, Miami, FL
President/Founder, July 2013 - July 2017
Taught teens to find ways to stop violence, bullying, and cruelty that sometimes ends in suicide, homicide, substance abuse and high dropout rates. Encouraged teens to come together and work together. Worked with teens to support causes within our communities and build awareness at the same time.

VOLUNTEER WORK

Assisted in teaching dance and cheerleading (Miami Beach Senior High School, Miami Beach, Fla)
Assisted in raising \$1,000 in donations (Susan G. Komen Fla.)

Special Olympics (Miami Dade Public Schools)

Serving Teachers for Teacher Appreciation (Fienberg Fisher K-8 Center, Miami Beach, Fla)

Escape to Miami Triathlon

Memorial Regional Hospital (Mother-Baby Care & Surgical Technologist Assistant)

LANGUAGE

Fluent in Haitian-Creole