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# Tekhira Francis

## B.A. Psychology

91-61 193rd ST APT 2J  
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francistekhira@gmail.com

## SKILLS

Intermediate Japanese, Studio art, Intermediate use of Adobe Photoshop, Use of Microsoft Word 2016, Use of Google Apps, Organization, Time management, Mentorship, Clerical duties, and Tutoring

## EXPERIENCE

### **Campus Reel; Garden City, NY** - *Content Creator*

February 2021 - Present

Filmed, edited and uploaded videos centered around Adelphi University and its student life onto the Campus Reel website as well as Youtube.

### **Adelphi University; Garden City, NY** - *Peer Assistant Leader*

August 2019 - Present

Create and organize Peer Assistant Leader (PAL) events, mentor first year students, assist with campus events and provide information about campus life.

### **America Reads; Hempstead, NY** - *Tutor*

October 2018 - January 2020

Assists a teacher in grading assignments, one-on-one tutoring and group work sessions.

### **Scholars Child Care Corporation; Rosedale, NY** - *Camp Counselor*

July 2019 - August 2019

Lead children through activities, chaperone trips, facilitate dining during lunch and dinner, assisted with homework and provided first aid.

### **Allen Community Senior Citizens Center; Jamaica, NY** - *Computer Lesson Instructor*

March 2018

One month job shadowing program. In charge of a class of senior citizens, teaching the basic functions of computers and other technology.

### **Queens Preparatory Academy; Springfield Gardens, NY** - *Teacher Assistant*

September 2016 - May 2017

Duties included grading student assignments, filing paperwork, writing lesson plans, taking notes on class activities and running errands.

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## EDUCATION

### **Queens Preparatory Academy; Springfield Gardens, NY - *Highschool Diploma***

September 2014 - June 2018

Completed high school courses as well as five Advanced Placement (AP) courses and graduated with the status of salutatorian.

### **Adelphi University; Garden City, NY - *Bachelor of Arts Psychology, Art Therapy Minor and Asian Studies Minor***

August 2018 - May 2022

Completing college level courses in order to pursue a career in clinical psychology. A member of the National Society of Collegiate Scholars (NSCS).

## AWARDS AND ACHIEVEMENTS

Japanese Entertainment and Culture Club Founder and President at Adelphi University 2020 - 2021

National Society of Collegiate Scholars Founding Vice President of Events at Adelphi University 2020 - 2021

Adelphi University Clery Act Training for Campus Security Authorities 2020

Adelphi University Student Technology Competency Certificate 2020

Adelphi University Leadership Certificate 2020

Citi Program Social and Behavioral Research Certificate 2019-2022

Adelphi University Residential Student Association Representative 2019 - 2020

Adelphi University President of Waldo Hall Council 2018-2019

Queens Preparatory Academy Salutatorian Award for Distinction in Academic Achievement, Character and Leadership 2018

Queens Preparatory Academy Principal's Award for Academic Excellence 2018

Congressman Gregory W. Meeks Congressional Certificate of Achievement 2018

Model United Nation Delegate 2014 - 2018

Lebanese American University (LAU) Certificate of Participation 2016

GQC of the Links, inc. Certificate of Participation 2016

GQC of the Links, inc. Model UN Club Trophy 2016

Queens Preparatory Academy Award for Achieving Platinum Honor Roll 2015 - 2016

LeAp Certificate of Playwriting Achievement 2014