

Theressa Bonne-Annee

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EDUCATION

Le Moyne College, College of Arts and Sciences, Syracuse, NY

Anticipated May 2021

GPA: 3.3

Smith Scholars Program, Four-Year Academic and Vocational Scholarship Program

LEADERSHIP EXPERIENCE

Nottingham High School, Syracuse, NY

September 2017- May 2018

STEP Tutor and Mentor

- Assisted students with their homework assignments and exam preparation
- Facilitated fun, character building activities for students during Saturday seminars
- Mediated conflicts between students and developed effective solutions

Le Moyne College Syracuse NY

August 2019 - Present

Resident Advisor

- Develop a positive and safe living environment for residents
- Resolve conflicts among residents by facilitating mediations
- Worked on a team with fellow Resident Advisor's to create a safe environment within residential hall
- Create and lead multiple student centered programs designed to help improve resident's college experience
- Enforced Campus Life rules and policies and address all student needs and concerns

WORK EXPERIENCE

Pathfinder Bank, Syracuse, NY

October 2018 - Present

Intern

- Process deposits and withdrawals for clients at teller line
- Scan and copy sensitive documents to assist in processing new documents
- Verify cash deposits entered into the ATM overnight
- Assist tellers with balancing cash boxes throughout the day

Allegheny County Courthouse

May 2019 - July 2019

Intern

- Observed Judge Hens-Greco preside over different cases in a family law courtroom
- Read important case documents and highlighted important facts that are pertinent to the case
- Filled out forms that summarized various cases that would be seen by the Judge
- Observed meetings between the Judge and various attorneys concerning urgent case matters

Read Alliance, New York, NY

June 2018 - August 2018

Intern

- Organized and maintained confidential files for potential and current students
- Updated data for current student applications using Salesforce
- Created excel spreadsheet containing contact information for associates
- Contacted the homes of students involved in the program to report pertinent information

Skadden Arps, New York, NY

September 2015 - June 2017

Corporate Work Study Intern

- Edited work documents and created time tables for attorneys' schedules
- Created and filed folders for attorney statements on cases
- Inventoried and ordered office supplies
- Entered information about visiting attorneys in Microsoft Excel

CAMPUS AND COMMUNITY INVOLVEMENT

Rescue Mission Alliance

January 2018 - Present

- Frequently visits soup kitchen to hand out food for people in need
- Cleans kitchen and organize food and supplies

C-Step (Collegiate Science and Technology Entry Program), Member

September 2017- Present

Step Team, Member

September 2017- Present