

ELLISSA DELEVEAUX

Atlanta, GA 30303

(678) 308-1005

ELLISSADELEVEAUX@GMAIL.COM

EDUCATION

August 2022 - December 2025

GEORGIA STATE UNIVERSITY - ATLANTA

- B.A of Psychology
- B.A of Political Science

Cumulative GPA: 3.66

EXPERIENCE

GEORGIA STATE UNIVERSITY - ATLANTA

HOUSING ASSISTANT' (August 2023 - AUGUST 2025)

- Provided administrative support and resident and guest management
- Serve as security measure by monitoring resident safety and addressing concerns.

FOCUS LYFORD CAY- NASSAU, BAHAMAS

7th Grade Teacher (May 2024 - AUGUST 2024)

- Organized lesson plans and taught students core courses.
- Completed assessments, administrative tasks and organized activities and events.

WEST BAY DENTAL - NASSAU, BAHAMAS

Dental Assistant (May 2023 - AUGUST 2023)

- Assisted dentists during examinations and procedures by preparing instruments, sterilizing equipment, and ensuring patient comfort.
- Managed patient records, scheduled appointments, and handled administrative tasks.
- Educated patients on oral hygiene practices and post-treatment care.

WEST GROVE SWIM CLUB - NASSAU, BAHAMAS

Swim Instructor (May 2023 - AUGUST 2023)

- Planned and delivered swim lessons to children and beginners.
- Assessed swimmer skill levels and tracked progress.
- Ensured a safe learning environment.
- Communicated effectively with parents and staff regarding student progress and program activities.

SKILLS

CPR Certified
Task Management
Microsoft 360 & Office
Organizational Skills
Proficient in administrative tasks, scheduling and record keeping, Transactional skills

AWARDS

Global Scholars Distinction

Dean's List: SPRING 2023, FALL 2023, SPRING 2024, SUMMER 2024, FALL 2024, SPRING 2025

PRESIDENT'S LIST: SUMMER 2023, SUMMER 2025, FALL 2025

CLUBS / ASSOCIATIONS

Bahamian Student Association

Women's Lead

Brazilian Jiu Jitsu Club

LANGUAGES

English

Intermediate Spanish