**ANNALISA M. BLACK**

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**PERSONAL DETAILS:**

 Citizenship: USA

 English Ability: Native Speaker

 Health: Excellent

**EDUCATION:**

TESOL/TESL/TEFL Certification (100-hour) Oxford Seminars December 2013

Bachelor of Arts: Sociology Chapman University 8/2009-5/2013

 Minors in French and Anthropology

Study Abroad- Florence, Italy Lorenzo de’ Medici 1/2011-5/2011

**PROFESSIONAL EXPERIENCE:**

**Internship** CSP Youth Shelter Laguna BeachSeptember 2012-December 2012

-Responsible for care of shelter members and assisting them with daily activities.

-Assist shelter leaders with maintaining a controlled, organized and clean environment.

**Internship** Friendly Center February 2012-May 2012

-Provide assistance with paperwork, writing meeting notes, sitting in on client meetings, entering client data, and researching services.

-Mastered front desk tasks, such as answering and directing calls, taking notes, processing intake of new clients.

**Sales Associate** Kaitlyn August 2012- April 2013

 -Assist in sales and upkeep of clothing store.

 -Ensure a welcoming and professional environment for the customers.

 -Responsible for proper use of money and cash register.

 **Assistant** Bayside Church September 2007-June 2009

 -Assisted daycare leaders with caring for children, as well as with projects lessons, and upkeep of

 classroom.

**ACTIVITIES:**

 Affiliated in the Alpha Phi Sorority of Chapman University

-Provided aid in all aspects of planning philanthropic events and social activities.

-Community outreach.

Volunteer at Think Together

 -Aided in tutoring and activities for afterschool program

**ADDITIONAL SKILLS AND EXPERIENCE:**

Foreign Languages: French (Proficient), Italian (Basic)

Interests: Traveling, reading, baking and art