

ALEXA SIDERAKIS

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SUMMARY

Ambitious, creative, detail-oriented professional who is able to assimilate to any workplace environment. Commended for patience, reliability, and determination. Leadership experience in professional and non-professional settings.

WORK EXPERIENCE

03/2023-Present

Front Desk Associate, **Alivio Wellness, LLC**, *New York, NY/Hoboken, NJ*

- Responsible for a range of duties imperative to the daily function and upkeep of the wellness studio locations.
- Initiated the digitization of materials to improve the efficiency and cohesiveness between studios.
- Created a comprehensive informational document that serves as a manual for studio employees.
- Additional administrative tasks: phone calls and emails, appointment bookings, checking in/out clients, supply orders, and managing the computer database(s).
- Collaboration with Sweat + Glo on their launch in partnership and residency.

06/2022-02/2023

Front Desk Associate, **Mind Body Project, LLC**, *New York, NY*

- Was part of the front desk team responsible for the daily upkeep and management of the fitness studio.
- Customer service duties included but were not limited to: checking in guests, enforcing studio policies, and offering clients additional support as needed.
- Other duties included: opening/closing duties, organizing/restocking supplies, and resetting the studio between classes to maintain a functioning schedule.
- Collaborated with the Business Communications Manager on the yoga class launch event.

09/2021-07/2022

Social Work Intern, **Witness to Mass Incarceration Inc.**, *New York, NY*

- Worked on the logistical planning and execution of Suitcase Sunday, the annual event that showcases dozens of businesses and organizations led by formerly incarcerated individuals.
- National and local outreach via phone, email, and in-person to build community engagement and mutually beneficial relations.
- Provided resources and accessibility to the formerly incarcerated community through initiatives like the Suitcase Project, MAP Project, and Hats and Gloves Campaign.
- Collaborated with the Executive Director and fellow interns on a variety of tasks. This included social media content, grant research, and administrative organization.

06/2018-07/2021

Activities Aide, **Bristol Village Assisted Living Home and Memory Care Unit**, *Buffalo, NY*

- Led activities and events that built rapport with residents and provided them with social-emotional support.
- Specialized and trained in working with memory-impaired individuals, including but not limited to individuals with dementia and Alzheimer's disease.

08/2020-05/2021

Social Work Intern, **Binghamton University Community Schools at Chenango Forks School District**, *Binghamton, NY*

- Provided opportunities to students and families that promoted mental wellness and academic success, such as the student mentorship program, parent/guardian support group, and Keeping-It-Positive postcards.
- Diminished socioeconomic insecurities through initiatives like the Clothing Closet and Backpack Program.
- Demonstrated creativity and flexibility when accommodating remote learning while also supporting students/families through an uncertain time.

- Collaboration with the Community Hunger Outreach Warehouse, local food banks, and various organizations that created mutually beneficial relationships with the school district.
- Regular engagement with students, teachers, and families followed by extensive documentation of all sessions and interactions, including faculty/staff.
- Participated in an outside initiative called Court Watch and observed live court cases at both city and county levels. This initiative focused on data collection regarding courtroom biases and the execution of [at the time] newly-implemented local bail reform laws.

02/2019-05/2020

Student Assistant, **Binghamton University, President and Commencement/Special Events Office(s)**, *Binghamton, NY*

- Completed a range of tasks that supported the operational and professional needs of the President and Commencement/Special Events office(s). This included: phone calls and emails, social media content creation, administrative faculty meetings, supporting the Executive Assistants to the President, and greeting guests in/out of the office(s).
- Collaborated with the Chief of Staff and Director of Commencement in planning campus events, such as University Day and Commencement weekend.
- Guided students in their preparation for Commencement.

06/2019-08/2019

Student Assistant, **University at Buffalo, The Welcome Center and Student Life Office(s)**, *Buffalo, NY*

- Completed various office tasks to support the functionality of The Welcome Center and Student Life department.
- Welcomed guests to the university and offered assistance with their visit.

EDUCATION

Master of Social Work Candidate (currently inactive)

CUNY Hunter College, *Silberman School of Social Work*

Concentration in Community Organizing; advanced standing placement

Bachelor of Social Work

Binghamton University, *College of Community & Public Affairs*

Minor, Music

Binghamton University, *Harpur College of Arts & Sciences*

ACTIVITIES

08/2018-05/2021

Music Director, **Binghamton University Collegiate A Cappella**, *Binghamton, NY*

- Musically directed an a cappella group fluctuating around 15 people. This included all performances, rehearsals, events, and competitions.
- Led the group through the complete recording processes of a long play (LP/album) and extended play (EP).
- Collaborated with fellow executive board members on transitioning to a completely remote setting during the onset of COVID-19.
- Served on a council that represented all a cappella groups at Binghamton University.
- Managed the social media pages for the group.
- Experience in a cappella arranging.