

J. Patricia Fox

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EDUCATION

Indiana State University, Terre Haute, IN
Bachelor of Science, Human Development and Family Science May 2023 (Anticipated)
GPA: 3.85/4.00

EXPERIENCE WORKING WITH YOUTH AND CHILDREN

Terre Haute Daycare Center, Terre Haute, IN June 2020 – Present
Teacher Assistant

- Support Lead Teacher with delivery of engaging classroom lessons to 15 4-year-olds
- Monitor students and effectively manage classroom organization
- Effectively implemented 2 school wide activities by collaborating and communicating with staff and supervisors

Lawrence P. McDonald Memorial Library, Sullivan, IL May 2021 – August 2021
Teen Aide

- Facilitated an early literacy program for 12 students ages 7-12 through one-on-one reading sessions
- Planned and organized a city-wide teen event that promoted summer reading and healthy life choices
- Assisted students with researching scholarships, colleges, and writing personal statements
- Maintained young adult book collection and operated book check-in system

OTHER RELEVANT EXPERIENCE

Ryves Hall Community Center, Terre Haute, IN September 2018 – April 2019
Administrative Assistant

- Provided front desk support and answer the volunteer services' phone line
- Assisted people in finding volunteer opportunities in Centre county based on their interests
- Enrolled students into the Youth Offenders Program as mandated by a judge

Youth Services for Tomorrow's Future, Vincennes IN May 2018 – August 2018
Adoption Intern

- Produced post-placement reports based on information gained from home visits
- Developed, organized, and updated clients' files in adoption database
- Collaborated with social worker by taking notes on the adopting family and adopted child's adjustment progress during post-placement home visits
- Represented agency at North American Council on Adoptable Children and consulted with interested parties on the international adoption process

LEADERSHIP EXPERIENCE

Indiana State University, Terre Haute, IN August 2021 – May 2022
Orientation Leader

- Led groups of 20-25 students through Indiana State's New Student Orientation
- Worked as a team to plan and publicize week-long schedule of campus-wide events
- Fostered an environment that helps new students acclimate to campus

Students Advocating for Disability Awareness, Terre Haute, IN May 2020 – September 2021
THON Captain

- Planned and coordinated 7-10 fundraising events per academic year, which generated \$100,000+ annually
- Educated donors and sponsors on importance of supporting pediatric cancer research
- Collaborated with 100+ student groups from 24 Indiana State campuses to raise \$13M+ annually in support of pediatric cancer treatment and research