

# Alexandra Overing

## Educator



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## Education

### University of Ottawa

Bachelors Degree in Education

Current GPA: 3.78

2021-2023 (Ongoing)

### Bard College

Bachelors Degree in Liberal Arts with a concentration in music

GPA: 3.65

2010-2014

Nesuhi Ertegun Jazz Award 2014

### Milton Academy

Class of 2010

## Volunteer Work

- Rock Camp for Girls Montreal-Band Coach (2018)
- Gave private guitar lessons and led a Jazz Vocal Ensemble with the Bard Community Service Project Upbeats, providing free private lessons to underprivileged children. (2012-2013)

## Interests and Skills

- Fluent in French, basic conversational Spanish
- Active musician, singer and songwriter in bands The Leanover and Fer Sher
- Collage and stop-motion animation artist
- Familiar with the basic programs of the Adobe Suite (Photoshop, Premiere, InDesign)
- Having worked in concert venues and hosted many house shows, I am an independent, experienced and attentive audio technician and producer.

## Experience

### Kari Polanyi-Levitt, Personal Assistant and Caregiver, Montreal (2022-)

- Creating an online database of international publishing contracts for Kari Polanyi-Levitt and Karl Polanyi for the Karl Polanyi Institute at Concordia.
- Digitizing and organizing a careers-worth of personal and work-related filing cabinets for Kari Polanyi-Levitt
- Provided additional personal and administrative assistance to Kari after her move to a CHSLD. Assisted with daily tasks following a decline in physical mobility.

### Freelance Nanny, Montreal, Quebec (2018-2022)

- Juggled several different nannying jobs for children ranging from 6 months to 10 years.
- Created dynamic learning environments for children to explore their imaginations and social-emotional wellbeing, while nurturing early literacy and numeracy behaviours.

### VIPKid English Tutor (2020-2021)

- Online english teacher for Chinese children.
- Classes hosted through one-on-one video calls, usually between the hours of 5-9am.

### Freelance Daycare Music Animator, Montreal (2019-2020)

- With my guitar, I led music circle-times for young children in daycare

### Private Instrument Instructor, Montreal QC (2019-)

- Taught private, in-home music lessons to young children. My teaching style focuses on first developing a love of the instrument to keep kids engaged and invested in their learning.

### PM Trudeau family, Ottawa ON: Nanny (2016 – 2017)

- Worked as a full-time, live-in nanny to three children aged 2, 7, and 8
- Organized activities and often acted as the sole guardian (other than bodyguards) of the three children and their friends.

### Bell Island, Exumas, Bahamas: Nanny and Kid's Camp Organizer (2016-2019)

- Oversaw childcare for up to ten children of all ages during their family vacations
- Organized and led activities for all different age groups, ranging from sailing and beach games, to arts and crafts, and themed scavenger hunts.
- Cared for all children at once during their various bedtime routines.

### Necker Island, British Virgin Islands: Guest Services Representative (2014- 2015)

- Organized and ran a kids activities camp when children were on the island. This included sailing, scavenger hunts, beach games, arts and crafts etc.
- Ensured that the needs and desires of all guests were met throughout the days and evenings on Necker Island, an exclusive private island resort.

### The Mustique Company, SVG: Swimming and sailing teacher (Winter 2012-2013)

- Taught swimming and sailing to guests on island.
- Led sailing daycamps for young children. These were group lessons as well as island exploration adventures

### Sail Caribbean Summer Camp, British Virgin Islands: First Mate (Summer 2011) Captain (Summer 2012)

- Was responsible for a fifty foot sailing vessel and eleven kids for two to three weeks at a time.
- Provided both classroom style and "Hands Off" instruction. Only helmed during emergency situations— rather, I talked students through all aspects of boat handling.
- Taught students how to cook and maintain a boat.
- Assisted with planning the fleet schedule.
- Was in charge of arranging various service activities—this included beach and underwater clean-ups, conservation talks while underway, fun marine biology lessons and outreach beach days with the youth center in East End Tortola.
- Kept a daily blog to keep parents up to date with the activities of their children.

### Professor Mercedes Dujunco, Bard College, NY Ethnomusicologist's Assistant, (2010)

- Organized her field recordings and research.
- Managed references for bibliographies.
- Edited and refined translated articles.
- Converted tapes into CD's and organized playlists for her classes