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| Alexia McKenzieUndergraduate astrophysics student seeking an administrative position to benefit Astronomy related associations of the University of California. | Santa Cruz, CA 95064**(415) 851-4931****alexia.l.mckenzie@gmail.com****allmcken@ucsc.edu** |
| RECENT WORK EXPERIENCESTEM Tutor, FreelanceJuly 2019 - April 2020Maintained communications, coordinated schedules, and designed study strategies for individual sessions with tuteesPhysics Lab Assistant, City College of San FranciscoJanuary 2018 - May 2019Organized and arranged schedules for workers, setup labs for lower-division experiments, diagnosed and repaired physics equipmentEnglish Tutor, City College of San FranciscoJanuary 2018 - July 2018Advised individuals on editing and clarifying on writing assignments, and created various English language concept learning aidsLead Astronomy Tutor, City College of San FranciscoJanuary 2016 - May 2018Led tutor meetings, coordinated tutor schedules, communicated errors between students and teachers, and mentored tutees in astronomy topicsAstronomy Teaching Assistant, City College of San FranciscoAugust 2016 - May 2018Prepared, organized, and graded homework assignments and exams, scheduled meetings and correspondences for professor of astronomyPlanetarium Host, California Academy of SciencesAugust 2015 - April 2017Produced data visualizations in Uniview and Universe Sandboxand based on astrophysical and ecological data from around the worldEDUCATIONCity College of San Francisco, Associates of Science for Transfer in PhysicsAugust 2015 - May 2019Physics, astronomy, and mathematics focused, explored diverse topics like archaeology and art history, volunteered for many school groupsUniversity of California Santa Cruz, Undergraduate astrophysics majorJuly 2019 - PresentUpper-division physics and astronomy courses, thesis researching exoplanets using data manipulation and observational confirmation |  TOOLS* **Office Suite** (documents) - Advanced
* **Spreadsheets** (Excel/Google)- Advanced
* **HTML/CSS** (programming) - Advanced
* **Python** (programming) - Intermediate
* **Adobe Suite** (photoshop) - Intermediate

 AWARDS* **STARs Miller Award** - Volunteer mentor for new transfer students (2020)
* **The Darwin Award** for academic success (2018)
* **TED X Berlin** - Invited to speak but exams conflicted (2016)
* **WIRED Magazine** - Featured my profile on productivity technology and ideals (2015)

 RECENT ACTIVITIES* **Other World Labs (OWL)** - researching exoplanet discovery methods (2020)
* **Conference for Undergraduate Women in Physics ‘21**- (UCSC) organizing virtual physics conference for women (2020)
* **Society of Physics Students** - club officer, events coordination (2019)
* **American Physical Society** - CUWiP@ UC Davis (2019)
* **CCSF Astro Club** - public astronomy events (2018)
* **City College Physics Club** - physics study group (2016)
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