

# Lyssa Albertson

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405-514-2343

Oklahoma City, OK

[Portfolio](#)

## Education

### **The University of Chicago**

Bachelor of Arts: English Language and Literature

Minor: Media Arts and Design

Chicago, IL

December 2023

GPA: 3.78

### **Honors and Awards**

Dean's List (2021-2022), Dean's List (2022-2023)

Harper Award for Exceptional Performance in a Course (2022)

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## Experience

### **Oklahoma State University—Oklahoma City**

Financial Aid Counselor

Oklahoma City, OK

January 2024-Present

- Supported students by answering questions through emails, calls, and appointments
- Acted as primary event liaison for financial aid—by both planning events and attending them
- Processed documents in an efficient and precise manner

### **Regenstein Library**

Student Assistant in the Binding and Shelf Preparation Unit November 2021- December 2023

Chicago, IL

- Ensured the accuracy of materials that had been returned from a third party bindery through precise examination of call numbers
- Trained new student assistants as they began working at the library

### **Chicago Public Schools**

Summer Intern-Teacher Pathways

Chicago, IL

June 2023- August 2023

- Revitalized several existing Google spreadsheets to increase their readability and efficiency
  - Assisted 150 people as they transitioned into their roles as Resident Teachers through redesigning powerpoints, answering emails, and planning events
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## Leadership and Activities

### **OSU-OKC Event Planning Committee**

Food and Decor Subcommittee Head: October 2024- Present

- Procured refreshments and decor for OSU-OKC events
- Maintained relationships with various food vendors via email, phone, and in person

### **UChicago Careers in Education Professions (UCIEP)**

Cohort Member: May 2020- December 2023

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## Skills

Canva, Folio, Google suite, Microsoft suite, HTML, CSS, Ellucian/Banner