

# IMA KNIGHT

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## EDUCATION

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Marian University, Indianapolis, IN May 2016  
Bachelor of Arts, Applied Educational Studies

- 3.50 GPA
- Minor, Sociology
- Dean's List

## PRACTICUM EXPERIENCE

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- Observed students aged 3-14 years old, participated in activities and interacted with students
- Assisted with students with developmental disabilities
- Developed lesson plans for teachers to present in curriculum
- Created hands-on activities for students and taught own developed lesson plans
  - School for the Blind & Visually Impaired Spring Semester 2013
  - Sanders School Spring Semester 2013
  - St. Therese Little Flower Catholic School Fall Semester 2012
  - Wing Walkers: The Lilly Child Development Center Spring Semester 2012
  - Flanner House Elementary School Fall Semester 2011
  - Holy Angels Catholic School Fall Semester 2011
  - The Orchard Academy Fall Semester 2011

## RELEVANT EXPERIENCE

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Child Advocates of Marion County, CASA Volunteer, Indianapolis, IN Sept. 2015-Present

- Maintain up-to-date electronic file of each case
- Review court documents
- Conduct independent investigations of background of child
- Attend court hearings
- Advocate for child's best interests
- Monitor case until permanency

Belles Daycare, Daycare Aide, Indianapolis, IN Summers 2000-2015

- Assisted with physical activities of children ages newborn to 5 years old
- Organized games
- Helped with meal time

## ADDITIONAL EXPERIENCE

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Animal Medical Center, Receptionist, Indianapolis, IN Sept. 2008-Jan. 2017

- Provide prompt and courteous customer service
- Communicate with and respond to clientele on a daily basis
- Organize daily schedule
- Coordinate prescription orders
- Process the end of day reports
- Reconcile cash drawer daily

Starbucks Coffee Company, Barista, Indianapolis, IN Oct. 2007-Dec. 2010; Dec. 2015-April 2016

- Provided prompt and courteous customer service
- Prepared food and beverages for customer orders
- Calculated and process sales totals
- Trained new Baristas
- Received numerous customer service awards