

Autumn Gage

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References and Course Work Available Upon Request

Education

DePaul University – Chicago, IL *Graduation: June 2021 • GPA: 3.92/4.0*

- Bachelor of Science – Health Sciences: Public Health
- Dean's List

Work Experience

Residential Advisor/Office Assistant – DePaul University Residential Education *May 2018 – Present*

- Leading and executing social media campaigns for Munroe and Belden Residence Halls
- Monitoring residents in residence halls to ensure their health and safety
- Resolving incidents that violate DePaul's institutional policy and writing incident reports
- Planning and managing the budget of events for residents, which cater to their holistic needs

Professional Caretaker – Independent *November 2018 – Present*

- Providing after-school and evening-time care for several children at a variety of developmental stages (infant, pre-teen, and teenager)
- Preparing and tailoring meal plans to meet the nutritional needs and allergy limitations of children
- Transporting children to and from school and extracurricular activities in a safe and timely manner
- Utilizing g-tube medical feeding for a child that requires a tailored feeding regimen for their limiting abilities

Youth Support Volunteer - DePaul University Student Affairs *July 2019 - March 2020*

- Organized and facilitated extracurricular activities as a volunteer for the Marillac House Social Center's Hope Junior Program in East Garfield Park
- Provide youth, ages 5-18, with positive experiences that will translate into positive and well-informed lifestyle choices in the future

Project Management Intern - Pathways Initiative/UChicago Urban Labs *January 2021 - Present*

- Participating in bi-weekly program evaluation courses with experienced Chicago evaluators as an introduction to future evaluation roles in the Pathways Initiative Program
- Participating in a 10-week, summer 2021 internship with one of Chicago's leading evaluation firms
- Working in a partnership with the Chicago Public Schools, the New York City Department of Education, and SAGA Education to assess the effectiveness of high-dosage tutoring among high school populations
- Conducting survey design and implementation for targeted program stakeholders and community members/participants
- Collecting community-based data via interviewing, survey implementation, and outreach initiatives to better inform evaluation efforts

- Developing logic models and theories of change to ensure anti-harm, equitable, and need-based evaluation designs and implementation for the targeted populations
- Engaging in relationship and capacity-building to ensure collaborative efforts between evaluators and program/evaluation stakeholders
- Coding qualitative data using NVivo computer software to identify trends and common themes in stakeholder interviews and better inform program designs and implementations
- Writing data reports to submit to community partners and Chicago-based funders to ensure fidelity to the intent and monetary investments of the program/initiative of focus

Student Assistant - DePaul University Office of Undergraduate Admission *August 2020 - July 2021*

- Professionally communicates with prospective students, families, and general visitors, while providing them with accurate and relevant information about DePaul University, including the application, admission, enrollment, and transition process.
- Supports day-to-day operations with essential administrative duties, as well as special projects and roles as assigned.
- Manages a student database -- Slate -- through accurate and sensitive data entry, as well as assists in gathering and processing appropriate data on a daily basis
- Manages the Undergraduate Admission event calendar by scheduling all admission-related visit opportunities for prospective and admitted students and families, as well as daily counseling appointments for Admission staff

Summer Conference Coordinator – DePaul Student Centers and Housing *June 2019 – August 2019*

- Coordinated summer conference programs in the residence halls
- Oversaw four Guest Service Assistants in administrative and residential tasks
- Co-supervised conference staff and the management of the Summer Conference program operations
- Worked closely with conference group contacts and coordinated the arrival and departure of guests
- Accommodated conference guests and tended to guest experience during the entirety of the conferences

Primary Staff Member – Laser Quest *June 2016 – May 2018*

- Operated recreational games in a public arena for parties of several dozen guests
- Confirmed and organized weekly schedules for corporate retreats, birthday parties, and day camps
- Conducted private events for an expansive age range of clientele
- Led interactive, collaborative, and team building activities

Math Tutor – Immaculate Conception Grade School *December 2016 – May 2017*

- Created study schedules for grade school children
- Worked with children to assess, explore, and develop study habits and skills
- Tutored students on a variety of grade-level math concepts

Leadership & Extracurriculars

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- **Yearbook Committee** *Lead Interviewer* (September 2016 – May 2017)
 - **Knights of the Round Table** *Spirit Leader* (September 2016 – May 2017)
 - **Knights Ambassadors** *Public Speaker & Professional Recruiter* (September 2016 – May 2017)
 - **DePaul Student Centers Employee** *Summer Conference Coordinator* (June 2019 – August 2019)

2019)

- **Mission and Ministry Service** *DePaul Volunteers Supporting Youth* (July 2019 – March 2020)
- **Residential Education** *Residential Advisor* (May 2018 – Present)

Skills

- Utilizing the full Microsoft Office Suite (Notes, Excel, PowerPoint, Word)
- Managerial proficiency
- Social media account management
- Multi-media marketing