

IMA KNIGHT

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EDUCATION

Marian University, Indianapolis, IN

May 2017

- Major: Philosophy
- Minors: Business Administration, Theology and Spanish
- San Damiano Scholar
- Bishop Simon Brute College Seminary

Gregorian University, Rome, Italy

2015

- Summer study abroad experience
- Immersed in Italian culture for three months, studying Italian and traveling
- Introduced to European culture through a trip to France and Italy

SEMINARY EXPERIENCE

After School Counselor at St. Francis and St. Clare Catholic School, Greenwood, IN

2016 - Present

- Coordinate and counsel middle school students with homework, outdoor sports, reading and board games
- Lead academic activities and ensure safety of all children in the program
- Serve after school snack and interact with children and their families
- Develop an enriching, fun, and safe environment

Librarian of Legion of Christ Collage Seminary, Cheshire CT

2012

- Organized and catalogued library books
- Kept library in order and took care of books that were returned.
- Planned and organized learning and reading activities for students and professors of the center
- Controlled library database and labeled new library books that arrived to the center

Seminarian at Novitiate and College of Humanities, Cheshire, CT

2012

- Led youth missions and taught CCD classes
- Assisted priests and religious on spiritual retreats, and lay ministry activities
- Initiated and led a faith based youth and young adult group
- Directed gospel reflections, apostolate work and youth missions around the area
- Coordinated the Vocation office at the seminary, and collaborated with the movement Regnum Christi

ADDITIONAL EXPERIENCE

Tutor at STEM CLUB – Indianapolis, IN

2013

- Directed and helped the tutoring program with math, science and Spanish in high schools of the area
- Catalogued, distributed, and kept records of the tutoring office
- Assured office was neat and stocked with necessary tools for functionality
- Assisted with planning and execution of all social events and sent email reminders to parents
- Scheduled student appointments for the tutoring center

Tutor at Program America Reads- American counts – Indianapolis, IN

2013

- Prepared lesson plans and researched new reading and math learning strategies for students
- Organized and planned special celebrations, games and incentives for students
- Inputted data, office errands, and student's updates
- Scheduled appointments and assisted students with registration and finding information
- Answered calls and assisted with all other office administrative duties

SPECIAL SKILLS

- Fluent in English, Spanish and Italian (Writing, reading and speaking)
- Experience with maintaining office budget
- Ability to work with several operating systems, including Windows, Mac OSX and Linux