

Alessandra Geraneo

647-514-1810 | ageraneo2@huskers.unl.edu | Lincoln, NE 68588

EDUCATION

University of Nebraska-Lincoln, Lincoln, NE

Bachelor of Arts, May 20XX

Major: Psychology

Bill Crothers Secondary School, Markham, ON

High School Diploma, May 2025

GPA: 3.8

WORK EXPERIENCE

Cornell Chiropractic Centre, Markham, ON

Receptionist, June 2021 - January 2022

- Greeted and assisted visitors and clients by answering inquiries and directing them to the appropriate departments or personnel.
- Handled incoming phone calls and messages with professionalism, efficiently transferring calls and recording detailed messages.
- Managed key administrative tasks, including scheduling appointments, organizing files, and maintaining accurate records to support daily operations.

LEADERSHIP ROLES

EFP, Markham, ON

Head Coaching, March 2025 - July 2025

- Led and managed aspects of team operations, including training programs, game strategies, and player development.
- Motivated and mentored athletes to achieve peak performance, foster teamwork, discipline, and a winning mindset.
- Analyzed performance data and adjusted coaching methods to improve results and maintain a competitive edge.

Markham Soccer Club, Markham, ON

Assistant Coaching, March 2022 - October 2022

- Design and execute effective training sessions and game strategies to enhance team performance.
- Provide individual athlete support -> performance feedback, skill development, and motivation to achieve athletic and personal goals.

ADDITIONAL EXPERIENCES

Icon Plumbing, Richmond Hill, ON

Administrative Duties, July 2024 - February 2025

- Maintained and organized essential files and documents to ensure accurate and accessible record keeping.

- Entered and updated data in computer systems and databases with precision and attention to detail.
- Prepared, wrote, and revised documentation, including reports and records, to support administrative accuracy.
- Assigned placements and coordinated assignments for workers to ensure efficient workflow and proper task distribution.

HONORS OR AWARDS

Ontario Scholars

Honour Roll

SHSM

Sports Management

SKILLS

Leadership/initiative

Head Coach EFP (2025):

- Led and supervised athletes during practices and competitions, motivating players to perform at their highest level and maintain team discipline.

Assistant Coach, Markham Soccer (2022):

- Took initiative to develop individualized training plans for athletes to improve their technical and tactical performance.

Teamwork

Assistant Coach, Markham Soccer Club (2022):

- Worked alongside coaching staff to execute practice drills and game strategies that promoted communication and teamwork among players.

Receptionist, Cornell Chiropractic Centre (2021–2022):

- Collaborated closely with chiropractors and staff to coordinate patient schedules and ensure smooth daily operations.

Organized

Administrative Assistant, Icon Plumbing (2024–2025):

- Managed digital and physical filing systems, ensuring accurate documentation and easy access to important records.

Receptionist, Cornell Chiropractic Centre (2021–2022):

- Scheduled patient appointments and maintained detailed records to ensure efficient clinic flow and minimize scheduling conflicts.

Verbal Communication

Head Coach, EFP (2025):

- Communicated feedback effectively to athletes, offering guidance and motivation to help them reach performance goals.

Receptionist, Cornell Chiropractic Centre (2021–2022):

- Greeted clients in person and by phone, answered inquiries, and provided clear directions to ensure a professional and welcoming experience.

Creativity

Administrative Assistant, Icon Plumbing (2024–2025):

- Created new digital templates for tracking assignments and documentation, improving office efficiency and consistency.

Assistant Coach, Markham Soccer Club (2022):

- Designed fun and innovative training drills that kept players engaged and improved skill development.

LANGUAGES

English: Fluent Language (Write and Speak)

French: Taken from Grade 1 - 12 (Write and Speak)

Italian: Fluent Language (Write and Speak)

CERTIFICATIONS

Life Guard/CPR Certification