

Alyssa Nguyen

Youth Development Professional

Houston, TX • (713) 555-0166 • alyssa.nguyen@email.com • linkedin.com/in/alyssanguyen

SKILLS

Youth Development

Program Implementation

Behavior Management

Member Supervision

STEM Programming

Microsoft Office

Data Entry

CPR and First Aid

Teamwork

Attention to Detail

EDUCATION

Bachelor of Science

12/2024

University of Houston

Houston, TX

Human Development and
Family Sciences

CERTIFICATES

CPR and First Aid

American Heart
Association

03/2025

SUMMARY

Youth Development Professional with 18 months at a youth club serving 180 members ages 6-18 in southwest Houston. Plans and runs daily education and recreation programs, handles behavior management with a calm, consistent approach, and tracks results in Microsoft Office. Bilingual in English and Spanish and certified in CPR and First Aid.

EXPERIENCE

Youth Development Professional 04/2025 - Present
Gulfton Youth Club Houston, TX

Club site serving 180 registered members with an average daily attendance of 95.

- Deliver a daily STEM programming block for 30 members ages 9-12 using kits and simple engineering challenges.
- Organize member supervision across the gym, game room and learning center during the 3:00-6:00 p.m. peak.
- Reduce repeat incidents by 40% through behavior management plans built with parents and the unit director.
- Complete data entry of attendance and program hours in Microsoft Office for a grant report on 180 members.

Youth Program Assistant 08/2023 - 03/2025
Sharpstown Community Learning Center Houston, TX

Part-time role at a neighborhood learning center during college.

- Tutored 15 elementary students in reading twice a week, and 11 moved up one reading level by spring.
- Coordinated program implementation for monthly family nights that drew 60 parents and children.
- Translated flyers and permission forms into Spanish for 40 families and made reminder calls before events.
- Led youth development games and team challenges for 25 children during summer break.