

# Zina Ellis

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## EDUCATION

**Yale University**, New Haven, CT  
B.A. in Theater Studies with Distinction  
3.64 out of 4.0 GPA  
Senior Thesis: *Stereo-typing: Women of Color in Musical Theatre*

## AWARDS & ACHIEVEMENTS

College Board National Achievement Scholar  
Illinois District 1 Daughters of the American Revolution Scholarship  
National Merit Scholarship Semifinalist  
Illinois State Scholar

## STANDARDIZED TEST SCORES

**ACT Composite Score: 36**

English: 36  
Mathematics: 36  
Reading: 36  
Science: 35

**SAT Composite Score: 2340**

Reading: 800  
Math: 750  
Writing: 790

## EMPLOYMENT HISTORY

### SEO Scholars

### Career Readiness Specialist

May 2021 – March 2022

- Manage workflow and delegation of resume, cover letter, LinkedIn, and mock interview reviews for 1,000+ first-generation, low-income, and/or minority college students
- Design, edit, and update student resumes for content and general formatting
- Edit written application materials and conduct remote mock interviews for internships, jobs, graduate school admissions, and other competitive positions
- Develop and facilitate career curriculum and programming, including industry guides, professional development presentations, and skills workshops

### ScholarMatch

### College Coach

September 2020 – Present

### Crimson Education

### College Application Mentor

May 2020 – Present

- Guide students of all backgrounds, including first-generation/low-income and international students, through United States college admissions process
- Match students with colleges and scholarships based on student academic profile and wants
- Edit student essays for grammar, content, and structure; train students for interviews
- Coach nonnative English speakers through writing-intensive application process

### Navigate the Maze to Achievement

### SHSAT/SAT Tutor

February 2020 – May 2021

- Taught math and English test prep material to Black and Latinx middle and high school students for admission to NYC specialized high schools and scholarship programs
- Developed curriculum and class materials for summer middle school geometry intensive
- Transitioned to remote teaching mid-program, updated NTMA website for 2020-21 school year

### Spark Prep

### SAT/ACT Tutor

June 2019 – Present

### Private Prep

### SAT/ACT Tutor

August 2015 – October 2018

- Taught math, science, reading, and English test prep material to domestic and international students
- Enabled multiple students to cross the 30 (ACT) and 1500 (SAT) score thresholds
- Tracked student performance and adjusted approaches based on assessment criteria and student needs
- Supplemented content with test prep strategies and performance psychology techniques
- Coordinated appointments across time zones and cultural differences
- Managed and reconciled family, student, and company expectations

### Stages on the Sound

### Teaching Artist

October 2017 – April 2018

- Taught theatre arts classes to Black and Latinx students in grades 4, 6, and 8 in the outer boroughs
- Directed and produced final performances for the participating classes

### Yale University Theater Studies Department

### Administrative Assistant

September 2013 – May 2015

- Communicated with prospective students about the Yale Theater Studies Department
- Led prospective students and families on department and campus tours
- Fielded applicant questions and connected students to professors as needed

## SKILLS

**Computer:** CSS, Google Suite, HTML, iMovie, Microsoft Office Suite, Photoshop, Wix, Wordpress

**Certifications:** Columbia Teachers College College Advising Program (2021)