

LEA TORPPEY

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EDUCATION

Montclair State University, Montclair, NJ

Graduated: May 2024

Bachelor of Arts in Family Science and Human Development with concentration in Family Services and collateral in Child Advocacy

- GPA: 3.86
- Honors: Dean's List (Fall 2020 – Spring 2024, achieved every semester)
- Health, Safety, and Development / Mandated Reporting Certification — Grow NJ Kids

RELEVANT PROFESSIONAL EXPERIENCE

Executive Assistant / Event & Social Media Coordinator

Lyndhurst Mayor's Office, Town Hall, Lyndhurst, NJ

June 2021 – Present

- Assist the Mayor and oversees day-to-day operations of the town to guarantee Town Hall runs efficiently
- Design promotional materials, flyers, and digital content for town-wide events and public initiatives
- Research and hire entertainment vendors including live bands, food trucks, and children's performers
- Secure sponsorships and donations by building relationships with local businesses
- Manage event budgets and coordinate logistics for large-scale town events, ensuring success and compliance
- Developed and executed social media strategies for a town commissioner; directly contributed to a winning 2025 re-election campaign through content curation and consistent community engagement
- Respond to public inquiries, resolve complaints, and act as liaison between town departments and residents

Television & Film Performer

Dexter: Resurrection, Your Friends and Neighbors, and Others – NJ/NYC Area

April 2025 – Present

- Performed in various TV and film productions, working alongside professional actors and creative teams to support cinematic storytelling
- Collaborated with production assistants, directors, and extras to ensure consistent energy, flow, and continuity in filmed scenes
- Gained hands-on exposure to the entertainment industry's fast-paced work culture and production standards
- Brought life to diverse roles in background scenes, using timing, expression, and physical awareness to enhance the realism of the set
- Developed strong set etiquette, flexibility, and creative problem-solving under ever-changing direction

Childcare Provider Multiple Families via Care.com

January 2020 – Present

- Provide nurturing care ensuring safety, comfort, and wellbeing
- Create engaging, educational activities tailored to each child's interests and developmental stage
- Handle emergency situations with composure and confidence, ensuring child safety at all times
- Foster strong, trusting relationships with children and families through open communication and reliability
- Coordinate mealtimes, bedtimes, and daily routines with attention to dietary restrictions and individual needs

Intern, Assistant Guidance Counselor – 300 hours

Lyndhurst Middle School, Lyndhurst, NJ

September 2023 – December 2023

- Supported 240+ students with various needs ranging from mobility issues to panic attacks
- Enforced an inclusive school environment through mediation, active listening, and conflict resolution
- Created and modified 504 plans and Individualized Educational Plans (IEPs), attended IEP meetings
- Managed Real-Time portal which served as the central hub for scheduling, grading, planning, attendance, and disciplinary activities
- Handled reports and investigations related to Harassment, Intimidation, and Bullying (HIB)
- Organized and led weekly lunch support groups, focused on social skills, grief counseling, and self-esteem
- Collaborated with Bergen's Promise and High Focus, gaining insights into the broader support networks
- Created a Juvenile Family Crisis Intervention Unit Truancy Report for students with school refusal issues

School Nurse's Aid (Fieldwork)

Roosevelt Elementary School, Lyndhurst, NJ

October 2022 – November 2022

- Conducted routine health screenings, including height/weight measurements, vision, hearing, and blood pressure
- Maintained and updated confidential student health records with attention to privacy laws and regulations
- Supported student well-being by assisting with medication administration and basic health needs
- Promoted a safe and inclusive school environment by handling sensitive health-related concerns with compassion and professionalism

SKILLS

- Proficient in software including Windows, Microsoft Office, Google Docs, PowerPoint, Keynote, Excel, Google Sheets, Zoom, and project management tools. Experienced with social media platforms and content creation (Canva, Meta Business Suite, Instagram, TikTok). Familiar with Real-Time Student Portal and HIBster. Skilled in event planning, vendor management, budgeting, and promotional design. Strong childcare and youth support abilities. Knowledgeable in educational support, IEP/504 collaboration, and conflict resolution. Adaptable team player with experience in film production environments, including on-set collaboration and set etiquette. Excellent communication, organization, and multitasking skills.