

Lily Elinor Wildrick

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EDUCATION

Salem State University, Salem, MA
Master's of Education, School Counseling

Fall 2024 - Expected Grad 2026

The New School, New York, NY
Bachelor of Arts: Psychology
Dean's List

Graduated May 2022 with Honors

EXPERIENCE

Tobin Montessori, Cambridge, MA
School Social Worker - Extended Term Substitute

October 2025 – Present

- Deliver individual and group counseling, crisis intervention, and mental health assessments to support students' social, emotional, and behavioral needs
- Collaborate with educators, administrators, and multidisciplinary teams to implement data-informed interventions within a Multi-Tiered System of Supports (MTSS)
- Administer SEL and mental health screeners, analyze student data, and monitor progress to evaluate intervention effectiveness
- Partner with families and external mental health providers, coordinating with the Department of Children and Families (DCF) to ensure student safety and access to resources
- Lead and support school-wide Tier 1 SEL initiatives, including the Kindness Club, while implementing interventions in a public Montessori setting aligned with Montessori philosophy and standards
- Consult with staff to address student behavior, social-emotional development, and strategies to foster a safe and inclusive school environment

Tobin Montessori, Cambridge, MA
Instructional Aide - SCALE Program

September 2024 - July 2025

- Provides direct support to 4th and 5th-grade students with autism in a sub-separate classroom, implementing individualized education plans (IEPs) and behavioral strategies.
- Assists lead teacher in delivering structured, differentiated instruction, adapting materials to meet diverse learning needs.
- Supports students in developing academic, social, and communication skills through evidence-based interventions such as Applied Behavior Analysis (ABA) and visual supports.
- Uses augmentative and alternative communication (AAC) devices and other assistive technologies to facilitate student engagement
- Implements behavior management plans, using positive reinforcement and de-escalation techniques to promote a supportive learning environment.
- Provides 1:1 and small group instruction in core subjects, helping students build foundational literacy, math, and life skills.

BioNTech, Cambridge, MA
Office Coordinator, Administrative Assistant

February 2024 - September 2024

- Responsible for greeting visitors, managing visitor badges and sign-in process, as well as validating and troubleshooting parking tickets.
- Managed team email inbox (responding to and forwarding all emails promptly) and distributed all snail mail.
- Ordered and maintained office supplies; ensured cleanliness and stock in 4 kitchens, and coffee machines (including managing all Instacart and Relish orders).
- Supported events, meetings, and conferences by coordinating logistics, ordering and setting up catering, and booking desks and rooms.
- Provided administrative support to company executives; planned and executed department-wide meetings.
- Coordinated with IT, Admin, and Facilities to handle ad hoc requests.
- Designed and produced flyers for events and regularly updated onboarding slides.

Cape Ann Museum, Gloucester, MA**June 2023 - January 2024****Visitor Services Representative**

- Responsible for providing an engaging customer service experience to all visitors and maintaining a well-informed, working knowledge of Museum exhibitions, partnerships, and public programs at both of Cape Ann Museum's locations.
- Conducted daily operations including admissions sales, event and programming tickets, membership processing, data collection, and assisted docents in guided tour preparation.
- Facilitated visitor support and wayfinding, and managed entrance lobby to ensure timely and courteous processing of individual and group visitors.
- Processed gift shop sales and maintained gift shop inventory and fulfillment of online orders.
- Part of a team that personally greeted and processed 36,000 visitors over the three-month span of the Edward Hopper exhibit

MediaRadar, New York, NY**June 2022 - January 2023****Research Associate - Contacts -> Data Quality Associate**

- Responsible for researching new contact information, updating the database of contact information, and assisting on related projects as needed. Promptly completed all assigned cases daily, prioritized work based on importance and urgency, and independently managed day-to-day workflow.
- Managed a queue of client and internal Contacts/Agency requests while corresponding with and updating clients promptly. Trained in ECM and assisting with large group projects.
- Employed SEO to conduct research and collect data, which is then input into the database.
- Reviewed advertising trade publications and analyzed agency account changes.

Talea Beer Co., Brooklyn, NY**June 2021 - March 2022****Customer Service Crew Member**

- Responsible for all aspects of customer satisfaction while rigorously adhering to restaurant industry safety standards and procedures.
- Responsible for table and to-go service, food preparation, crafting plates, and sales of retail merchandise.
- Full knowledge of POS systems and cash/electronic payment procedures; responsible for training and onboarding of new Crew Members.

The New School, New York, NY**March 2019 - May 2022****Administrative Clerk, Office of the Provost**

- Provided responsive clerical support to all levels of department personnel. Competitively selected for the role entrusted with maintaining confidentiality while digitizing sensitive information regarding salaries, disciplinary meetings, and terminations.
- Performed education industry competitive research; compiled data updated spreadsheets, and produced timely reports for department management.
- Revamped office record filing system to improve document organization, greatly improving document retrieval turnaround time.
- Managed departmental supplies, processed new orders, and maintained inventory organization.
- Personally assisted the Director of Strategic Programs in running a successful lecture series and symposium.

CARE AND COMMUNITY WORK**Childcare Provider – Clarendon Care Group, Boston, MA****2025 – Present**

- Provided babysitting and care for two families with young children, including overnights.
- Supported children's development through creative play, routines, and responsive care.

Workaway Program (International)**Feb 2023 – June 2023**

- Traveled to five countries participating in cultural immersion through childcare, household help, building repair, and landscaping.
- Developed cross-cultural communication skills while supporting families and communities abroad.

Private Childcare Provider, Gloucester, New York City**2018 – 2022**

- Babysat for three families, caring for children ranging from toddlers to elementary school age.
- Maintained strong communication with parents and ensured safe, structured environments.

Volunteer, The Open Door Food Pantry (via Brookwood School After-School Program), Manchester & Gloucester, MA **2019**

- Supervised and cared for children in an after-school program at Brookwood School, leading service-learning trips to The Open Door food pantry.
- Supported students as they stocked shelves, sorted donations, and learned about food insecurity and community service.

SKILLS/OTHER

Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Google Workspace, various POS systems, basic SEO, Canva, and Slack. Excellent spoken and written French