

Ana Leite

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Objective

To secure a Psychology Internship position, gaining supervised experience toward licensure as a Counseling Psychologist. I aim to draw on my diverse professional background, strong academic foundation, and interpersonal abilities to foster meaningful connections with diverse populations, supporting community well-being by delivering authentic, empathetic, and effective care.

Summary of Qualifications

- Compassionate and empathetic professional with a strong focus on promoting mental health and well-being.
- Skilled in building trusting relationships, ensuring confidentiality, and creating safe spaces.
- Extensive experience in managing organizational needs, conflict resolution, and team collaboration.
- Strengths in project management, research and analysis, follow through and documentation.

Education

Master of Arts in Counseling Psychology 2023 – 2026 (ongoing)
Sofia University (formerly Institute of Transpersonal Psychology), California, USA

Bachelor of Arts in Psychology

University of Massachusetts Lowell, MA, USA

2016 - 2020

University Newton Paiva, Brazil

2002 – 2004

- Conducted research in personality psychology, presenting findings at the New England Psychological Association Conference in 2020.

Professional Experience

Project Manager

OliOli Children's Museum – Dubai, UAE

May 2018 – Present

- Collaborate with families, educators, and children to design and deliver impactful play-based learning experiences for children.
- Coordinate cross-functional teams to meet project requirements and deadlines.
- Develop systems and processes to streamline operations, focusing on client satisfaction.
- Led project management, research and analysis, follow through and documentation
- Direct recruitment and team orientation for major projects, ensuring seamless execution.
- Facilitate events supporting children with special needs, such as Down Syndrome or Autism Spectrum.
- Led community initiatives, such as volunteering to organize meditation for kids sessions.

Office Manager to CEO

The Abraaj Group – Dubai, UAE

Oct 2010 – Jul 2017

- Managed intricate schedules, travel arrangements, and high-level client communications for a fast-paced investment global business.
- Enhanced administrative efficiency by streamlining office processes and workflows.
- Acted as a trusted liaison between internal teams and external stakeholders.
- Managed sensitive communications and confidential information with professionalism and tact.

Counselling Related Experience

Sofia University (Ongoing)

2023

- Engaged in Counselling Principles and Practices training with a focus on therapeutic communication, client-centered approaches, and ethical considerations in counseling.
- Practiced active listening, empathy, and reflection techniques through structured role-playing exercises and supervised sessions.

Coaching Practices – Independent (30+ hours)

2021

- Conducted over 30 hours of one-on-one coach-in-training sessions, focusing on personal growth and overcoming challenges.
- Trained in Emotional Body Work, focusing on trauma and emotional release.

Volunteer Services

- Organized over 20 meditation events for children ages 10 to 16 at OliOli Children’s Museum.

Relevant Certificates

- Wayfinder Life Coach Certification 2022 – in progress
- Vipassana Meditation ten days courses 2008, 2009, 2024
- Emotional Body Work Practitioner Training with Cynthia Gonzalez Jan – Oct 2021

Key Skills

- Bilingual in English and Portuguese.
- Empathy, active listening, and client-focused communication.
- Strong organizational abilities, Project management, team coordination, and attention to detail.
- Multicultural sensitivity and experience working with diverse populations.

Interests

- Meditation and mindfulness
- Vipassana meditation
- Community building through inclusive and supportive events, such as nature walks.