First and Last Name

Phone | email | address

**Objective:** Seeking an opportunity to use my culturally sensitive interpersonal skills and psychological education working directly with families and children to improve outcomes for at-risk youth

# Education: Bachelor of Arts Black Studies, expected December 2020

State University of New York at New Paltz

# Experience: State University of New York New Paltz

**President, VP, Student Advisor** Realistically Embracing All Ladies (2017 -Present)

* Revise program – re-chartered and created new relevant mission statement to guide organization vision
* Manage other executive members, assigning and delegating tasks
* Develop and granted approval of budgets using competitive pricing projects
* Negotiate contract for the Executive Board, Fashion Show Designers, Hosts, Photographers, Food ordering, keeping track of expenditures disbursements
* Create ideas and implement them through full programs and events
* Mentor the new President, preparing for succession after my graduation

**Scholars Mentors Program** (Fall 2017- Present)

* Advise and mentor three incoming freshman at SUNY New Paltz
* Guide their early time and continue to provide encouragement and assistance

**Model Coordinator** Black Week (Fall 2017, Spring 2018)

* Identified, recruited, and organized models for the fashion
* Provided training for the models
* Scheduled rehearsal and provided feedback for performance enhancement

**Graphic Design & Public Relations Representative**, African Women’s Alliance (Spring 2018)

* + - * Designed and created flyers and other advertisement forms
      * Acted as a liaison between the organization and campus community
      * Competently used Photoshop and various social media platforms to promote events

**Students Against Mass Incarceration** (Fall 2017)

* + - * Promoted upcoming programs, events, and collaborations on social media
      * Assisted in the creation of programming ideas, in addition to organizing and implementing programs

**Student Assistant** Department of Black Studies at SUNY New Paltz (Fall 2017)

* Assisted the department secretary with various office tasks and clerical work
* Directed students to professors office hours
* Advised students on major requirements and class descriptions
* Utilized interpersonal phone skills
* Organized confidential legal documents