**Education**

University of Pittsburgh, Pittsburgh, PA

December 2018

Degrees: B.A. in Communication; B.A. in Legal Studies
GPA: 3.5

**Work Experience**

***Receptionist***, University of Pittsburgh School Department of Chemistry, Pittsburgh, PA

September 2018- Present

* Maintaining a detailed and organized record of seminars and key events for marketing purposes
* Updating the Facebook page consistently to maintain relevancy and increase traffic
* Safely and timely transporting confidential and sensitive information to other offices in the area
* Disseminating pertinent information to 100+ personnel, including graduate students, researchers, and faculty

***Receptionist,*** University of Pittsburgh School of Pharmacy, Program Evaluation Research Unit, Pittsburgh, PA

October 2017- December 2017

* Greeted clients in a professional manner
* Arranged the conference room and set up materials necessary for meetings with stakeholders
* Took daily inventory of office and kitchen supplies, and submit weekly order sheets for restocking
* Organized and maintained the schedules for all office spaces and office personnel in order to avoid conflict

***S.A. Wyze Field Operations Coordinator/Intern***, SP Global, Inc., Cameroon

June 2017- July 2017

* Tested the situational awareness data collection wristband and technology and track the data
* Presented the findings to various members of the community in Maroua , Cameroon
* Collected and analyzed the community feedback on the technology and its viability in Cameroon
* Compiled a report with recommendations based on the data collected and the feedback analyzed

***Resident Assistant,*** University of Pittsburgh, Pittsburgh, PA

August 2015- April 2017

* Planned, organized and executed more than 90 programs for two buildings housing 944 students
* Assisted in putting together campus wide programs for 3,500 residence hall students
* Completed administrative duties through duty reports, budget requests, and evaluations per week
* Supervised and mentored 120 students throughout their high school to college transition

***Center Director,*** Higher Achievement-Homewood, Pittsburgh, PA

June 2016- August 2016

* Managed a staff of six teachers and was in charge of 40 students, ages 10-13
* Planned 80 activities, four culturally themed days, and worked with teachers developing their curriculums in order to provide a fun, educational, and free summer to students from low-income backgrounds

***Center Aide,*** Higher Achievement-Homewood, Pittsburgh, PA September 2015-May 2016

* Provided homework assistance and mentorship to students between the ages of 10-13
* Instructed college-prep coursework as well as advanced materials per grade level

**Volunteer Experience**

***Medical Mission Volunteer***, Michael and Mauritia Patcha Foundation, Cameroon

June 2015- Present

* Assist medical professionals in serving 3,000+ (per year) underprivileged during the annual week-long, pop up hospital
* Act as the head storekeeper of all supplies used during the mission, including taking inventory and distribution of materials
* Ensure that mission sites were properly set up and stocked, and volunteers’ needs were met
* Assist the head of logistics in various on-site planning and organizational infrastructure

***Social Media Consultant/Event Planner***, Michael and Mauritia Patcha Foundation, MD

June 2011- Present

* Organize and manage grand scale events, including health fairs, cancer workshops, fundraising walks and awards galas
* Maintain the social media accounts of the organization to reach a wide audience and increase awareness

**Volunteer (Pitt Make a Difference Day),** University of Pittsburgh, PA

**October 2014- Present**

* Partner with the University in order to serve with local organizations in their initiatives to better the community

**Extracurricular Activities**

 ***Secretary***, Zeta Phi Beta Sorority, Inc., Xi Delta Chapter, University of Pittsburgh, Pittsburgh, PA

**April 2018- Present**

* Take the notes at each meeting, summarize, and disseminate this information to all necessary personnel
* Keep an official record of all official members
* Read, write, and forward all correspondence concerning the chapter
* Maintain all social media accounts
* Create and distribute all marketing materials for events

 ***Founder****,* Cultivating Underrepresented Leaders For Success, University of Pittsburgh, Pittsburgh, PA

**June 2017- Present**

* Host a plethora of events centered on African-American hair and how it affects daily life, including workshops, talks from professionals, and leadership trainings.
* Maintain all social media accounts
* Create and distribute marketing materials for events

***Student Leader*,** Ignite Intervarsity Christian Fellowship,University of Pittsburgh, PA

**March 2015- January 2018**

* Coordinated events and leading in Christian-based activities
* Oversaw a team of apprentices tasked with outreach initiatives, student follow-ups
* Kept detailed records and compiling report to be submitted to the supervisor