**EDUCATION**

**The University of Alabama** **Tuscaloosa, AL**

*B S in Commerce Business Administration (Economics Major) August 2018-May 2022*

* Organizations/Awards: Deans List recipient (5 semesters), Received RA of the year for Riverside Community, and bulletin board of the month 9 times for Riverside East and West
* Eligible to sit for the Certified Financial Planner Certification
* Minor Risk Management, Insurance, and Financial Services
* Achieved a Global Top 100 performance on Earnings Per Share during the week of 11-Apr-22 through 17-Apr-22 within BSG

**The University of Alabama** **Tuscaloosa, AL**

*Bachelor of Arts (Political Science Major) August 2018-December 2021 (Graduated)*

* Minor in Real Estate
* Eligible to sit for the Alabama Real Estate License

**WORK EXPERIENCE**

**Community Restoration Outreach Inc. Columbus, GA**

*Secretary 6 Hours/Week, Volunteer February 2022-Present*

* Assists with Grant writing and material prep for partners to gain funding for an 501(c)(3) nonprofit organization resulting in hous-ing for the homeless and school supplies for Preparatory Schools
* Keeps track of scheduled meetings with board meetings and types up meeting notes to provide proof of progress to partners
* Edited Budgeting, Mission, Purpose, and Articles for a clear and concise brand image

**Columbus Police Department, Sgt. Angela Florence Columbus, GA**

*PowerPoint Aid As Needed/ Volunteer* July 2018-Present

* Created over 15 PowerPoints on Police Training and D.A.R.E that includes embedded videos, clicker-friendly transitions, and sta-tistics to promote audience interaction

**Best Western University Inn Tuscaloosa, AL**

*Front Desk Associate 24-32 Hours/Week, $11.00/ Hour February 2021-November2021*

* **A**ided in Night Auditing for accuracy and compliance of financial records. Specifically looking at credit card transactions and cas-h transactions for double charges, refunds, and balanced accounts
* Provided hospitality to 50 to 200 guests per day to assist with check- in, check-out, reservations, and needs
* Acted as management for housekeeping due to short-staff and stepped in as a housekeeper to meet occupancy and sales

**The University of Alabama, Division of Student Life, Housing and Residential Communities Tuscaloosa, AL**

*Riverside West Residential Advisor 10 Hours/Week, Free Housing and $200/Month July 2019- June 2020*

* Fostered relationships among 92 residents to create a positive learning environment
* Planned and implemented programs to assist first year students in transitioning to campus
* Counseled and advised first year students on academic and personal questions and concerns
* Developed and conducted programs on diversity, underage drinking, personal development, and campus involvement
* Managed administrative duties such as budgeting, maintenance requests, incident reports, roommate mediation, health and safety, and inspections to ensure a safe living environment for students and staff

**The University of Alabama, First Year Experiences and Recruitment Tuscaloosa, AL**

*Avanti Orientation er 54 Hours/Week, Free Housing, $3,000 stipend, and $130 meal card September 2018- October 2019*

* Led 70+ small groups of 15-45 first-year students throughout the Orientation Process
* Served as advisor aids for student registration familiarizing myself with eight majors and its respective courses
* Created open dialogue and environment for student interaction
* Provided intuitional informational on financing, meal plans, residential spaces, and opportunities on campus

**LEADERSHIP EXPERIENCE**

**The University of Alabama, Housing and Residential Community Tuscaloosa, AL**

*Diversity & Inclusion Committee Member 2 Hours/Month, Volunteer August 2019- June2020*

* Held monthly meetings to exchange feedback on past projects and ideas for potential projects.
* Inspired improvement and need in Diversity and Inclusion programs for First Year Students

**Martin Army Community Hospital Ft. Benning, GA**

**Red Cross Volunteer, Family Care Provider Aid** *10 Hours/ Week, Volunteer May 2018-July 2018*

* Aided in client care, specifically stress tests through doctor job shadowing.
* Improved health care satisfaction through data analysis for quicker client turnover

**SKILLS & INTERESTS**

**Skills:** Microsoft Office Specialist Certified (2016)| BSG| OnQ| Visual Matrix|

**Interests:** Analytics, Financial Advising, Risk Management, Diversity & Inclusion, Volunteer, Wellness & Fitness