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Highlighted Achievements

- Received a congratulatory certificate for successfully recruiting interns and overseeing high-level internship logistics.
- Awarded "Hardest Working Teacher" for significantly improving student performance levels overseas.
- Received the "Chairman's Award for Excellence in Academic Service" for successful event planning and execution.
- Received congratulatory recognition from the superintendent for creating and delivering successful presentations and workshops to K-12 students.

Skills

- Proficient in teaching, training, presenting, recruiting, communication, and stakeholder management.
- Advanced proficiency in Microsoft Office, Zoom, Teams, Google Docs, Canva, and PowerPoint.
- Intermediate proficiency in PeopleSoft, lead generation CRM, Salesforce, and Naviance.

Experience

March 2025 – Present

OIC CADI – *Social Studies Teacher*

- Teach African American History and Social Science to High School Students
- Lesson plan for high school students according to School District of Philadelphia standards

May 2023 - January 2025

Urban Affairs Coalition – *Program Manager, Summer Youth Employment Program*

- Conduct regular site visits to ensure compliance with program policies and standards.
- Contact and enroll students into the program, effectively managing the intake process.
- Assign students to over 40 diverse work sites, ensuring optimal placement and program success.
- Lead and manage a team of four staff members, providing guidance and support.
- Coordinate training sessions for staff and students to enhance their skills and understanding of the program.
- Maintain strong relationships with worksite partners, addressing any issues and facilitating smooth operations.
- Utilize Outlook, Google Docs, Salesforce, and Sharepoint to input data, extract data, and enroll hundreds of students.
- Launch FBI clearance requests via Justifacts.

November 2023 – May 2023

African American Chamber of Commerce of PA, NJ & DE – *Membership Coordinator*

- Successfully recruit and retain members through targeted outreach and engagement strategies.
- Manage invoicing processes efficiently and accurately.
- Achieved a significant increase in membership within a three-month period.
- Represent the organization by attending city council meetings and offsite events to promote membership benefits and initiatives.
- Utilize Zoom to conduct member meetings, New Member Webinar, and staff meetings.
- Utilize ChamberMaster CRM to manage membership, create member profiles, invoice, prorate invoice, send mass communications, create event invites, approve members, create quarterly reports, and upload important information to website.

- Plan and host engaging monthly new member webinars to onboard and integrate new members effectively.
- Collaborate with colleagues to plan and execute events for political and business leaders, fostering valuable networking opportunities.
- Consistently meet and exceed membership goals through strategic planning and execution.
- Demonstrate strong teamwork by working across departments to troubleshoot and address issues effectively.

November 2022 – June 2023

Junior Achievement of Southeastern Pennsylvania; Philadelphia, PA – Program Manager

- Oversaw partnerships with up to 30 school, community, and corporate entities across 8 counties, facilitating financial education for K-12 students.
- Managed relationships with partner firms such as Bank of America, Lincoln Investment, and Citizens Bank to train recruited corporate volunteers.
- Coordinated relationships between school principals, teachers, and counselors to ensure seamless program implementation.
- Provided financial literacy education to K-12 students in the absence of available volunteers.
- Orchestrated community events and recruited corporate volunteer panelists to address high school students.
- Administered data in BCRM for both class and volunteer entry purposes.
- Completed Program Manager training to enhance skills and expertise.

March 2022 – June 2022 (First job after COVID)

The University of Texas at Austin; Houston, TX – Youth Engagement Counselor

- Successfully recruited 50-70% of students per presentation into the college preparatory program by delivering engaging presentations.
- Provided guidance to students on college career paths, financial aid options, and career goals.
- Analyzed and generated reports on top student performance data to assess program effectiveness.
- Established and fortified relationships with stakeholders in high schools and the community to support program goals.
- Utilized remote and onsite work methods, leveraging tools such as Teams, Smartsheet, Naviance, Google Docs, and Microsoft Office to facilitate tasks and collaboration.

April 2019 – March 2020 (pre-COVID)

Art Institute of Austin; Austin, TX – Enrollment Counselor

- Spearheaded top outreach and recruitment efforts, utilizing CRM software to ensure high-quality outreach.
- Led orientations for students and parents, organized open house events, and developed engaging presentations.
- Provided guidance to incoming students and parents regarding appropriate classes, curriculum, course structure, and available financial aid options.
- Conducted school tours and fostered relationships with professors to enhance student experience and support academic goals.

March 2018 - November 2018 (Contract)

Sparks Group, Washington, DC- Sourcing Specialist, Project Coordinator, and Technical Writer for Washington Metropolitan Area Transit Authority (WMATA)

- Utilized PeopleSoft to source and evaluate resumes, providing recommendations on prospective interns.
- Recognized for transforming the trajectory of the internship program within a corporation of 13,000 employees.

- Developed interview questions and crafted marketing statements to assist hiring managers in the recruitment process.
- Conducted surveys within HR departments and offered recommendations for enhancing HR policies.
- Organized HR meetings, conferences, workshops, and training sessions for hiring managers and interns.
- Prepared and extended contingent and final offers to successful candidates.

May 2016 - February 2018

America Works of Washington, DC; Washington, DC - Corporate Representative (Case Manager)

- Provided successful guidance to clients, equipping them with the necessary skills to surpass their performance benchmarks.
- Managed over 150 client cases, ensuring comprehensive support and assistance.
- Facilitated client placements in jobs and educational programs, setting ambitious goals to surpass their expectations.
- Designed curriculum to educate TANF clients in a classroom setting on job skills, resume writing, and life skills.
- Utilized CATCH CRM for data entry and case note documentation, ensuring compliance with audit requirements.
- Participated in Department of Human Services trainings and cultivated relationships with community stakeholders to enhance program effectiveness and support.

October 2014 - May 2016

Reading Partners - Washington, DC - Regional Site Coordinator

- Successfully assisted students in surpassing their performance benchmarks through tailored support and guidance.
- Advised and trained volunteers and staff members on literacy curriculum implementation, ensuring effective instruction delivery.
- Leveraged Rigby PM literacy assessments to evaluate student progress and facilitate targeted interventions to help them achieve their benchmarks.
- Managed extensive student records and data storage using Salesforce and Google Docs, ensuring organized and accessible documentation for effective program management.

Graduate School Semester

WorldTeach - Opuwo, Namibia - Information Computer Technology Teacher

- Received the Hardest Working Teacher award in acknowledgment of dedication and commitment.
- Orchestrated and supervised a national tour of Namibia, ensuring a smooth and enriching experience for participants.
- Spearheaded the planning and execution of the science fair, fostering student engagement and academic exploration.
- Developed comprehensive curriculum to instruct over 300 students and teachers spanning grades 8 through 12, promoting effective learning outcomes and academic growth.

March 2011 – June 2014

City School District of Albany – Albany, NY - Full Time Substitute Teacher

- Instructed K-12 curriculum and effectively managed classrooms, while facilitating engaging student activities to enhance learning experiences.

Leadership Roles

December 2017– November 2018

Express Igbo 501c3 – Director of Education and Product Development

- Facilitated Igbo language classes tailored for paid members, fostering cultural and linguistic understanding within the community.

- Conducted interviews and made selections of teachers for Igbo language classes, ensuring the quality and proficiency of instruction.
- Played a pivotal role in the establishment of Express Igbo in Houston, Texas, contributing to the promotion and preservation of Igbo language and culture in the region.

Education

Temple University – Philadelphia, PA – *Ph.D. Africology and African American Studies (in progress)*

- National Society of Leadership and Success inductee, fall 2025.

University at Albany - SUNY, Albany, NY - *M.A. Africana Studies 2013*

- Received the Chairman's Award for Excellence in Academic Service in recognition of outstanding contributions.
- Served as Vice President of the Nefer Rohu Student Organization, spearheading event coordination and taking the lead in planning and facilitating the Black History Month Extravaganza.
- Instructed as a Writing Lab Instructor for the Educational Opportunity Program, providing undergraduate students with training in writing skills and essay composition techniques.

St. John's University, Jamaica, NY - *B.A. Sociology 2010*

- Inducted into the Alpha Kappa Delta Sociology Honor Society, recognizing excellence in sociology studies.
- Contributed to organizing "The Clothesline Project" event, raising awareness on important social issues.
- Served as an AmeriCorps Member with Jumpstart, providing tutoring and support to children in need.

Hudson Valley Community College, Troy, NY - *A.A.S. Criminal Justice, 2007*

Volunteer Work

- **Media Engagement:**
 - Engaged in a promotional interview for the World Bank focusing on the U.S.-Africa Leaders' Summit.
- **Community Engagement and Coordination:**
 - Acted as liaison and event coordinator for both Friends of the Congo and the United States Black Chambers.
- **Youth Outreach and Education:**
 - Provided training, mentorship, and instruction in African dance to high school students through the NAACP Student Theater Outreach Program from 2003 to 2012.
- **Administrative Support:**
 - Offered writing, editing, and clerical assistance to the New York State Assembly.
- **Political Involvement:**
 - Participated as a canvasser for the campaign of Judge Helena Heath Roland.