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## EXECUTIVE SUMMARY

Self-starter with a pioneering spirit, eager to solve problems and using inductive and deductive reasoning and analysis. Committed to delivering results; focused and driven. Able to plan and develop strategic objectives, communicate effectively to diverse groups across levels and motivate others to reach goals and milestones; charismatic leader. Strong conflict resolution skills and team leadership. Passion for learning all aspects of the business and generating new ideas. Works SMART, flexible, and excels in fast-paced environments.

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## EDUCATION

Albany State University, Albany, GA  
Bachelor of Science- Accounting

**Expected Graduation:** May 2022  
**GPA:** 3.45

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## WORK EXPERIENCE

Albany State University-Albany, GA

*Student Government Association Business Administrator*

August 2019- June 2020

- Oversaw campus SGA budget (\$80,000.00). Prepares requisitions for all disbursements and financial statements on a monthly basis for the Student Government Association.
- Planned and executed multiple campus projects sponsored by SGA, ensured student body was routinely updated on progress and financial status through presentations to student groups, clubs, and associations.
- Delivered quarterly presentations on financial status to university president as well as liaison to university cabinet on students concerns, ideas, and overall perceptions of student engagement.

United States Army Corps of Engineers Headquarters, Washington D.C.

**Intern**

June 2019- August 2019

- Trained staff on new programs and operating systems; completed redesign of SharePoint to connect sites with Headquarters – Improved efficiency and reduced dead-time exponentially. Realized 25% improvement in connecting calls to the appropriate resource through the *right-the-first-time* metric.
- Channeled incoming/outgoing correspondence, materials, publications, regulations, and directives to appropriate offices and executive assistants for commanding units and external partners.
- Partnered with other offices to carry out directives given from the Pentagon – connected with 41 districts to execute projects.

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## LEADERSHIP AND ACTIVITIES

Alpha Phi Alpha Fraternity Inc. - *Treasurer*

June 2020-Present

- Serves as an officer, provides all financial analysis and record keeping of financial activity.
- Creates and presents budget reports for academic year.

Student Government Association- *Chief of Staff*

June 2020-Present

- Manager of operations and committee groups within the campus SGA. Prepares presentations, notices, guidelines and policies from SGA president to ensure proper execution cascaded to members and campus student population to realize vision.

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## SKILLS

**Functional Skills:** Leadership, Problem Solving, Critical Thinking, Innovation and Visioning, Administrative and Financial Accounting, Conflict Resolution, Strategic Planning, Effective Communication/Professional Presentation Skills, Ability to Motivate Diverse groups, Ability to Connect and Relationship Management

**Technical Skills:** Proficient in SharePoint, Microsoft Office (Word, PowerPoint, Excel)