

The Mo You Know

Town, State | emailaddress@here.com | #PhoneNumberHere

- 1. Expertise in Training Design and Delivery
- 2. Understand Business Needs
- 3. Strong Communication & Influencing Skills
- 4. Metric Based Results
- 5. Leadership Skills
- 6. Passion for this Work

REVISION STAGE #5: CONDENSE AND REVISE MORE
TO CUT RESUME TO 2 PAGES MAX

EXPERIENCE

Example University, New York, NY

Assistant Dean

Sep 2024 - present

- Transformed senior leadership's long-term vision into actionable strategies for global outreach engaging over 20,000 prospective students through in-person events and targeted digital marketing campaigns resulting in a 15% increase in enrollment.
- Successfully supported lasting relationships with secondary schools, global embassies, self-funded prospective students, and their families, significantly enhancing the University's international presence and elevating the quality of its talent pool.
- Demonstrated a self-starter mindset Independently utilized Salesforce and other CRM systems to generate and analyze monthly enrollment reports delivering actionable insights that improved recruitment strategies and contributed to a 12% increase in inquiry-to-application conversion rates. by quickly mastering new tools and delivering actionable insights that shaped data-driven strategies.
- Created tailored presentations for diverse audiences—including university stakeholders, local government, staff, and prospective students and parents—leveraging advanced expertise in PowerPoint, Canva, and other tools to deliver engaging visuals and impactful content. Quickly positioned myself as a subject matter expert and established trust with prospective students and families. Demonstrated exceptional research, public speaking, and adaptability skills to support recruitment, training, and strategic initiatives. Utilized advanced skills in PowerPoint, Canva, and other tools to create tailored presentations for university stakeholders, local government, staff, and prospective students, establishing trust as a subject matter expert and driving a 15% increase in post-event email and phone engagement.
- Delivered individualized counseling to 70+ students monthly in developing effective study habits, time management skills, and resource utilization to enhance their academic success. Played a critical role in improving student retention and graduation rates at a campus serving 13,000 students by delivering personalized guidance and connecting students to targeted support services. Supported first-generation and low-income students in maximizing their educational investment by promoting on-time graduation, reducing costs, and facilitating successful professional transitions. a 10% increase in retention rate for Fall 2024 at a campus serving 13,000 students.

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Lecturer, Public Speaking

July 2023 - present

Selected by the Dean of EOF to design the syllabus for and teach an accelerated public speaking course for first-year undergraduate students, achieving a 100% pass rate and 100% student satisfaction rate based on student-reported course evaluations. Leveraged transferable skills from 10+ years of debate coaching to create culturally relevant, engaging lessons that boosted student confidence and eased their transition into college. Recognized by peers and students for delivering an exceptional experience that inspired long-term personal and academic growth.

Student Advisor

June 2023 - Aug 2024

Spearheaded initiatives to expose students to academia as a profession through campus visits, conferences, and mentorship, resulting in award-winning undergraduate research participation, prestigious fellowship awards, and a 100% graduate program acceptance rate for the most recent cohort. Guided students through the entire graduate school application process, including personal statement development, resume review, interview preparation, and career branding. Collaborated with senior leadership on annual grant re-submissions to sustain program funding of minimum \$266,000.

CUNY Graduate Center, New York, NY

Dec 2021 – Jun 2023

Program Manager – Office of Academic Initiatives & Strategic Innovation

Coordinated admissions interviews, information sessions, university-wide events, and marketing campaigns to achieve enrollment benchmarks for over 20 academic programs, including the LP2 program, our most lucrative, which generated \$400K annually. Delivered one-on-one training sessions to Led training program for 500+ members of the LP2 program, teaching technical skills such as completing online functions and navigating software, resulting in enhanced program satisfaction and retention. Became the subject matter expert on newly implemented COVID-19 immunization tracking software, training staff and students on its functionality to support the return-to-campus effort while ensuring compliance with evolving state and federal regulations.

Led stakeholder engagement efforts by planning and executing meetings, workshops, and events tailored to the needs of prospective and current students, community partners, and institutional leaders, enhancing community outreach and increasing event attendance by 20%. Developed a strategic partnership with the Grammy Museum securing the opportunity to host their traveling 2022 exhibit at the university. Managed all logistics for the month-long event, including set-up, production, staffing, and security attracting over 5,000 external visitors and generating a 15% increase in website traffic related to the event.

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Columbia University, New York, NY

Teaching Assistant – Barnard College, School of Urban Studies

Feb 2023 – June 2023

- Taught and facilitated an Urban Education course for 44 undergraduate students, applying research-based lesson plans, presentations, and assessments to engage learners on the complexities of the New York City NYC public school system. Managed course logistics, including attendance, grading, and data entry into the college's learning management system, ensuring accurate and timely record-keeping to support student success. Mentored students and provided individual support through office hours, guiding them in their academic development and offering personalized assistance to ensure understanding of course material. Designed tailored accommodations for 10+ students with learning disabilities to ensure 100% of students met course learning objectives while respecting their unique learning styles.

Curator and Project Manager – Gottesman Libraries

Mar 2022 – Feb 2023

- Led a design team of 10 over several months through all project stages to curate and execute the "Peacing Shirley" art education initiative, securing and managing a \$10,000 grant budget. Designed and painted a portrait of Shirley Chisholm and developed an interactive public-facing exhibition attracting over 4,000 visitors in one month. Showcased a deep passion for education and representation by creating the first-ever portrait of Shirley Chisholm for her alma mater, Columbia University, becoming the first Black artist and Chisholm the first Black subject to be featured in the prestigious Tudor Room portrait hall.

University of Delaware, Newark, DE

Jun 2020 – Aug 2021

Research Analyst – University of Delaware Anti-Racism Initiative

- Served as an inaugural research scholar for the University of Delaware's Anti-Racism Research Initiative, reviewing Reviewed over 500 historical documents to produce an extended study on the disproportionate criminalization of Black men in Delaware during the late nineteenth century. Chosen as the sole scholar to have my research incorporated into a university History course the following semester as a result of demonstrated expertise in research project management, analysis, and the ability to translate complex topics for educational settings. Presented research findings at a university-wide symposium, effectively communicating discipline-specific concepts to an audience of 100+ scholars and professors.

Rutgers University, Newark, NJ

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Student Coordinator

Sep 2017 - Mar 2020

- Designed and facilitated daily personal training sessions and workshops to help undergraduate students market themselves to employers, including conducting in-depth reviews of resumes, cover letters, and professional documents.
- Served as a point of contact for IT support and troubleshooting across the Rutgers Business School network, assisting a population of 5,000+ faculty, staff, and students with technical issues to ensure smooth academic operations.
- Promoted and trained students on using Handshake, an online career services platform, and served as a liaison with prospective recruiters to ensure compliance with campus job-posting regulations **resulting in a 20% increase in undergraduate student job placement upon graduation and a 25% increase in recruiter partnerships with employers across several industries.**
- Directly advised senior leaders at Mars Wrigley, **Fiserv, and Port Authority** on recruiting early talent from Rutgers Newark, influencing their strategy and driving a 60% increase in student job placements within two years.

EDUCATION

Columbia University – Master of Arts, Anthropology and Education | GPA: 4.0

Rutgers, The State University of New Jersey – B.A. African American and African Studies, double minor Public and Non-Profit Administration; and Psychology – Summa Cum Laude

SUPPLEMENTAL INFORMATION

Languages: English (native), Spanish (conversational)

Achievements: Margaret Mead Research Scholar, McNair Research Scholar, Meyer's Foundation Award

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