

The Mo You Know

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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, leading to a 15% increase in enrollment.
- Supported 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 by independently learning Salesforce and other CRM systems to generate and analyze monthly enrollment reports, delivering actionable insights that improved recruitment strategies and contributed to a 15% increase in acceptance-to-enrollment conversion rates.
- 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.
- Provided individualized counseling to over 70 students monthly, enhancing study habits, time management, and resource utilization which contributed to a 10% increase in retention rate for Fall 2024 at a college serving 13,000 students.

Lecturer, Public Speaking

Jul 2024 – present

- Selected by the Dean of EOF to co-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 8+ years of speech & debate coaching to create culturally relevant, engaging lessons that boosted student confidence and eased their transition into college.

Student Advisor

Jun 2023 – Sep 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 workshops and individualized coaching on personal statement development, resume reviews, 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 \$400,000 annually.
- Led training program for 400+ 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 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 2022 traveling exhibit at CUNY Graduate Center. Managed all logistics for the month-long event, including set-up,

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production, staffing, and security, attracting over 5,000 external visitors and generating a 40% increase in online traffic related to the event.

Columbia University, New York, NY

Teaching Assistant – Barnard College, Department of Urban Studies Feb 2023 – Jun 2023

- Taught an Urban Education course for 44 undergraduates and trained students on conducting multi-disciplinary field research on the 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 and program success.
- 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 staff 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 developed an interactive public-facing exhibition attracting over 4,000 visitors in one month to foster student learning and dialogue about Chisholm's historical contributions and impact.
- 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 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 a scholar for the University's anti-racism initiative, reviewing over 500 historical documents to produce a study on the disproportionate criminalization of African Americans in Delaware, informing the University leadership's communications, policy, and pedagogical decisions.
- Chosen as the sole cohort scholar to have research incorporated into the curriculum of a 200-student History research course the following semester at the University of Delaware
- Presented research findings at multiple academic conferences, effectively communicating discipline-specific concepts to diverse audiences of scholars

Rutgers University, Newark, NJ

Sep 2017 – Mar 2020

Student Coordinator

- 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, teaching a population of 5,000+ faculty, staff, and students on how to resolve technical issues to ensure smooth academic operations.
- Trained students on using Handshake, coordinated with recruiters to ensure compliance with job-posting regulations, resulting in a 20% increase in undergraduate job placement and a 25% rise in recruiter partnerships across multiple industries.
- Directly advised senior leaders at companies including Mar-Wrigley, Fiserv, and the Port Authority on recruiting early talent from Rutgers Newark, influencing their strategy and driving a 20% 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

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SUPPLEMENTAL INFORMATION

Languages: English (native), Spanish (conversational)

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

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