

SUMMARY OF QUALIFICATIONS

- ◆ Excellent interpersonal, oral and written communication skills
- ◆ Excellent multi-tasker
- ◆ Excellent proofreader, editor and writer
- ◆ Workshop leader, event planner, trainer
- ◆ Excellent Word Processing skills
- ◆ Specialize in most Windows-based programs including:
MSWord, MSAccess, Publisher, FrontPage, Excel, PowerPoint, & Picture Manager; Macromedia Flash & Dreamweaver MX; Genesis, Adobe Photoshop & InDesign, QuickBooks Pro, QuarkXPress, RMS, PeopleSoft, and the ACT and DIAD databases.
- ◆ Working knowledge of most MAC-based programs including *Adobe Illustrator, Bookman, iWeb, iMovie, iTunes, Garage Band, and general knowledge of the operations of an Apple Macintosh computer. Also proficient with most email programs including Lotus Notes and Outlook Express.*

EDUCATION

Masters of Fine Arts in Creative Writing

Bachelor of Arts Degree in English and Psychology, Minor in Journalism

Associate in Applied Science in Journalism & Print Media

EMPLOYMENT HIGHLIGHTS

International Student Services, Stony Brook University, NY

2006 – 2009

Staff Assistant

- ◆ Provide administrative support to the Assistant Dean of the Graduate School and International Student and Scholar Advisers.
- ◆ Design, develop and maintain streamlined approaches to high volume paperwork processing in order to provide efficient and accurate services to the international community.
- ◆ Prepare annual and periodical statistical reports based on accurately maintained data in PeopleSoft, Lotus Notes, MSAccess, MSEXcel and MSWord.
- ◆ Manage Immigration and International Services related data and reporting. I.e. record-keeping functions related to the Federally mandated web-based SEVIS program.
- ◆ Maintain accurate and complete records of International students for government compliance.
- ◆ Communicate with professional staff in offices such as the Registrar, Campus Residences, Graduate Program Coordinators, and other academic offices.
- ◆ Committee member for the planning of annual New International Students Welcome Dinner.
- ◆ Ensure all International Services' publications are up-to-date and accurate; Involves using MSPublisher at times.
- ◆ Manage and maintain the International Services website using Dreamweaver MX.

Blackworld newspaper, Stony Brook University, NY

2004 – 2006

Editor-in-Chief

- ◆ Responsible for editorial planning and news coverage
- ◆ Supervise staff and provide editorial guidance to freelance reporters, and to production staff
- ◆ Manage and advise a staff of student writers, editors and photographers
- ◆ Responsible for editorial integrity and quality of articles
- ◆ Design, analyze and manage the annual budget and approve proposals based on funding
- ◆ Responsible for and the purchasing of equipments/supplies
- ◆ Plan and implement the bi-weekly production of the paper
- ◆ Hold regular weekly meetings and plan annual award ceremonies

WUSB-FM, Stony Brook University, NY

Spring 2006

News Director

- ◆ Responsible for editorial planning and news coverage
- ◆ Makes assignments and provides editorial guidance to staff,
- ◆ Manage and advise a staff of student writers, editors and broadcasters
- ◆ Responsible for editorial integrity and quality of news articles

Campus Residences, Stony Brook University, NY

2005 – 2006

Marketing Assistant

- ◆ Designed brochures, fliers, bookmarks, and other marketing products
- ◆ Organized events and procure mailings for prospective students
- ◆ Monitored and responded to emails addressed to the department

Resident Assistant

2004 – 2005

- ◆ Managed 17 apartments and 50 residents
- ◆ Organized building and quad programs for residents' safety and personal development
- ◆ Planned and organized events for purpose of promoting interpersonal interaction and community development
- ◆ Completed monthly Health and Safety inspections
- ◆ Kept residents informed, including posting notices in the building
- ◆ Assisted residents with housing issues over the phone and in person
- ◆ Recorded problems faced by residents and forward them to appropriate departments
- ◆ Provided on-duty coverage of the quad office when required, responding to Residents' requests and emergencies
- ◆ Held monthly administrative and informational meetings with residents

Theatre Arts 278

Teaching Assistant

Fall 2005

- ◆ Supervised approximately 30 students
- ◆ Organized software programs and demos for students
- ◆ Helped train students in the use of software products and grant writing
- ◆ Assisted professor when required
- ◆ Helped students with labs, assignments and other software-related issues
- ◆ Conducted class of 25 students to teach and answer questions about the course material when teacher was absent

International Student Services, Stony Brook University, NY

2004 – 2006

Orientation Leader

- ◆ Supervise approximately 20 volunteer students
- ◆ Plan tours for Int'l students and provide information at Orientation workshops
- ◆ Coordinate airport pickups of International students each semester
- ◆ Liaise with department heads in coordinating International students' arrival
- ◆ Acquainted students with campus services through guided campus tours and public speaking

Psychology 273

Research Assistant

Fall 2004

- ◆ Supervised approximately 30 students
- ◆ Organized software programs and demos for students
- ◆ Distributed paperwork at class

International Student Services, Stony Brook University, NY

2003 – 2004

Student Ambassador

- ◆ Met new international students at airport to ease their transition to new country and serve as role model
- ◆ Conducted campus tours for International students and provide information at Orientation workshops
- ◆ Conducted campus tours for International students and provide information at Orientation workshops

Cel-Net Communications (CNCG), LIC, NY

1999 - 2002

Customer Support Representative

- ◆ Offered support to all CNCG Dealers, which includes problem solving
- ◆ Handle high pressure and simultaneous phone calls
- ◆ Logged calls in ACT database software
- ◆ Communicated directly with Executive Officers
- ◆ All other Administrative duties required to assist the Dealers

Scepter Newspaper, Kingsborough Community College, NY

1996 - 1999

Editor-in-Chief

- ◆ Supervise editorial staff to ensure adherence to deadlines and satisfactory completion of assignments
- ◆ Manage assigned projects to pre-press completion,
- ◆ approving files for shipment, and reviewing digital press proofs
- ◆ Liaised with various departments to obtain information for publication
- ◆ Advised clients on the required documents needed for home ownership

The NY Amsterdam News, New York, NY

2001

Intern

- ◆ Reviewed plays and other Entertainment art forms
- ◆ Created and maintained a highly workable file system

School News Network

2000

Grant Writer

- ◆ Aided in the procurement of over \$500,000 for the disadvantaged students