

Education	B.A. International Relations, 2014 Spelman College
Present Position	Administrative Assistant, edCount, LLC <i>2018 – present</i> Manage company finances and accounts through Quickbooks and act as accounting assistant in charge of invoicing, vendor tracking, and reimbursements. Responsible for implementation of company-wide travel and submitting expenses through SAP Concur configuration. Conduct orientation and training of new hires on company software and technology and manages company technology and equipment. RFP and bid database manager for strategic alliances and company work opportunities. Meeting and event planner for both internal and external company events.
Projects	Assessment Alignment and Linking Evaluations – Coordinate meeting logistics for various large- and small-scale assessment evaluation projects; Support both in-person and virtual evaluation workshops. Current and previous alignment studies include: <i>North Carolina End-of-Grade and End-of-Course Assessments for Reading/ELA and Mathematics Alignment Evaluation</i> <i>DC Science Assessments Alignment Evaluation</i> <i>Georgia Milestones Assessment System Alignment Evaluation</i> <i>Indiana ILEARN and I AM Assessments Alignment Evaluations</i> <i>West Virginia’s Alternate Academic Achievement Standards and the Dynamic Learning Maps Essential Elements Linking Study</i>
Professional Experience	Customer Service Concierge, Brandham Automotive, Old Town Alexandria, Virginia <i>2017 – 2018</i> Provided any assistance and support needed to service customers, as well as effectively and proficiently ran the POS system. Multitasked and worked independently as both main customer support and manager of parts, invoices, and accounts payable. Had closing of shop responsibility. Special Assistant to CEO, The Baltimore Renaissance, Alexandria, Virginia <i>2017</i> Special Assistant to CEO/President of 501(c)(3) non-profit organization and responsible for strategic business development tactics. Managed and presented at company meetings and contacted management of Baltimore City industries in order to form strategic alliances. Represented CityFAM’s short-term fundraising goal team through The Baltimore Renaissance and utilized grant reading and fundraising skills. Server and Trainer, Bon Chon Arlington, Arlington, Virginia <i>2014 – 2017</i> Served and trained other wait staff after only six months of on the job experience. Managed money and multitasked in fast paced environment.

Office and Portfolio Manager Assistant, USDA Forest Service, Washington, D.C.
Summer 2012 – 2014

Marketed HR-IT enterprise solutions and services to other USDA agencies. Worked closely with acquisition management, budget, and CIO contacts.

**Honors &
Awards**

Contracting Officer Representative (COR), Level 1 Certification