

Desiree Pope

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Education

Bachelor of Arts in Sociology

Expected Graduation: December 2021

Minor: Nonprofit Leadership

Georgia State University, Atlanta, GA

Institutional GPA: 3.28

Awards and Scholarships:

- Dean's and President's List
- HOPE Scholarship Recipient

Relevant Coursework:

- American Government
- Social Research Methods
- Wealth, Power, and Inequality
- Race and Ethnic Relations
- Introduction to Nonprofits
- Policy and Leadership
- Nonprofit Leadership and Management
- Human Resources Management Systems in Public/ Nonprofit Organizations

Clubs and Organizations:

- The National Society of Leadership and Success
- Society for Human Resources Management at GSU (Georgia State University)
- Nonprofit Leadership Alliance
- Sociology Club of Georgia State

Associates of Science in Kinesiology and Health

December 2019

Georgia State University- Perimeter College, Atlanta, GA

Relevant Coursework:

- English Composition
- Quantitative Skills and Reasoning
- Introduction to Psychology
- Families and Society
- Personal Health and Wellness
- Elementary Spanish

Certifications and Specialized Training

- Social Sector Leader, Nonprofit Leadership Alliance, e-Certificate
- Managing Bias & Microaggressions in the Workplace, Georgia State University, Workshop
- Managing a Diverse Team, Georgia State University, Workshop
- Intersex Individuals in the Workplace, Georgia State University, Workshop

Experience

Human Resources Intern

New Birth Missionary Baptist Church, Lithonia, GA

2020-2021

- Managed personal files physically and through the online database
- Collaborated with the other Assistant to screen resumes for potential hires
- Wrote job descriptions for openings and contracts for new hires
- Remained adaptive to the immediate needs of the Director

- Created efficient forms, documents, and presentations for handbooks

Merchandiser

Garden Vision, Atlanta, GA

2019-2020

- Maintained professional relationships with store managers in 2 Lowe's and 3 Home Depot stores
- Retained attention to detail when organizing plant types in the Garden Centers
- Assembled creative displays of house plants in Greenhouses
- Communicated concisely with customers on proper caretaking tips for houseplants

Customer Service Representative

Whole Foods Market, Rockville, MD

2017-2018

- Built customer relationships during transactions and product selection
- Managed money through the Point of Sales (POS) system
- Listened actively to customers' concerns and provided solutions
- Collaborated with a small team to conduct inventories to inform management of their stock and assets

Volunteer Experience

Volunteer- Multiple Positions

New Birth Missionary Baptist Church, Lithonia, GA

- *Food Drive Volunteer*: Worked in teams to package dry meals to be shipped to Kenya
- *Back to School Drive Volunteer*: Distributed new shoes to children in the community
- *Student Ministry Intern*: Researched activities and created agendas for field trips, gathered and distributed learning materials, supervised small children during assemblies

Blood Drive Volunteer

American Red Cross, Conyers, GA

- Assisted parking staff in monitoring parking availability and ensuring safety
- Distributed check-in paperwork to donors

Environmental Clean-up Volunteer

Habitat for Humanity, Conyers, GA

- Worked in teams to clear trash and debris from the building site

Special Skills

- Goal-Oriented driven by exceeding expectations and often seen as a high achiever, resulting in excellent follow-through on tasks
- Highly Motivated, Self-Disciplined, Careful and Dependable with an attention for detail and inclined to follow rules across a wide range of job roles
- Extroverted at times resulting in energetic, enthusiastic, and active engagement with comfort in communicating with a variety of people
- Competitive with strive to meet and exceed external targets and obtains a strong inner drive
- Familiar in Microsoft Word, PowerPoint & Excel