

SIMONE E. MAHAN

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EDUCATION

Miami University | *BA-Public Health & BA-Organizational Leadership*

Oxford, OH | **May 2023**

GPA: 3.45 / 4.00

- **Concentration:** Health Administration and Policy
- **Honors:** Dean's list, University honors, Chick Evans Scholar

PROFESSIONAL EXPERIENCE

Miami University, Peer Health Educator | *Program Creator, Presenter & Hiring Administrator* Oxford, OH | **MAR 2022 – Present**

- Present 2-5 times per week on health topics to college groups of 10-300 on behalf of the office of health and wellness
- Organize recruitment, hire, and train 6 new team members
- Create new programming based on research

Young Entrepreneurs Across America | *Manager*

Columbus, OH | **SEP 2020 – JUL 2021**

- Cold calling, door-to-door/online marketing, sales, hiring/firing, client management, finance, EPA certified/compliant
- Professional development in Marketing, sales, and human resources
- Made \$35,000 in sales, hired/managed a team of 5 exterior house painters
- 100% stellar reviews from all homeowners and several referrals

Merryweather Events | *Wedding Coordinator & Business owner*

Central, Southeastern OH | **MAY 2022 – Present**

- Manage vendors, venue, logistics, wedding plans, and 200+ guests for weddings
- Developing packages and coaching materials for online wedding business

Miami University Organizational Leadership Department | *Intern + Researcher*

Oxford, OH **AUG 2022- DEC 2022**

- Built canvas website from scratch as the first intern in the university department
- Created learning materials and video tutorials on career prep topics, internships, and major-specific requirements

Common Sense Culture | *Project Manager*

Columbus, OH | **APR 2015 – JAN 2020**

- Activities and Theme Director, Music Leader, Leadership Team Mentor
- Planned community events, women's/leadership conferences, international mission trips, and summer camps, coordinated and led music programs, coordinated video projects, trained new leadership

COMMUNITY LEADERSHIP AND INVOLVEMENT

Chick Evans Scholars | *Finance Committee- Director of Internal Audit*

Oxford, OH | **JAN 2020 – Present**

- Highly selective process including GPA, test scores, 2-year WGA golf caddie record, recommendation letters, and a formal interview in front of 70 scholar alumni and review board
- Volunteer community service and academic/professional programming

Leading the Integration of Faith and Entrepreneurship | *Vice President*

Oxford, OH | **OCT 2021 – May 2022**

- Plan events, coordinate speakers and internship opportunities, and lead presentations, outreach

Miami University Cru | *Discipleship Leader, Cru Neutrals Founder*

Oxford, OH | **OCT 2020 – Present**

- Founded a diversity inclusive branch of Cru where I organize bi-monthly events and Bible studies for 15-20 students
- Offer support, accountability, and Biblical insight to 2 mentees as well as attend 2-3 Bible studies every week
- Develop programming, collaborate on projects, assess growth, and outreach with the staff team

Tapestry Mentoring | *Founder and Lead mentor*

Pickerington, OH & Sofia, Bulgaria | **JAN 2016 – MAR 2020**

- Mentoring program for girls ages 9-12, pairing them with mentors, teaching skills such as personal finance, outdoor survival, and relationship building at monthly group meetings and one-on-one meetings
- 15-20 attendees at each monthly meeting, projects funded by donations, and team fundraising

SKILLS

Excel | Project Management | Event Planning | Public Speaking | HR | SPSS | CITI Research Certified | Marketing/Sales