

Na'Dia Carter
(585) 766-7188
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SUMMARY OF QUALIFICATIONS

Highly motivated, dedicated individual maintaining academic success at the University of Buffalo while participating in multiple extracurricular activities and community volunteerism. Proficient in time management, organization and handling confidential information in an appropriate manner. Exceptionally strong skills in communication and listening, effective as an individual contributor and team member. Use critical thinking, problem solving, creative skills and adaptability to achieve goals and expectations. Notable leadership skills coupled with a high comfort level in public speaking. High level of experience participating in diverse environments to promote unity and collaboration.

- Attended regularly scheduled classes, taking organized notes, and reacting positively.
- Met academic standards and expectations to maintain school enrollment.
- Adhered to strict time management schedule to meet deadline requirements for assignments, quizzes, tests, and comprehension.
- Actively participated in class discussions, contributing research, and learned elements to demonstrate learned concepts.
- Kept detailed records regarding returned assignments, papers, quizzes to demonstrate completion.
- Maintained organized demeanor to thoroughly complete in-classroom and homework-based assignments,
- Stored and referenced coursework syllabi and noted instructor contact information

WORK EXPERIENCE

University at Buffalo

Buffalo, NY

Welcome Weekend Leader

August 2024 – present

- Welcome new students to campus and helping them prepare for the start of classes
- Leading and facilitating meetings with small groups of 35-45 new students
- Providing accurate information about UB services, resources, and experiences
- Engaging in casual conversation with new students and families
- Sharing UB experiences to support new student transition
- Helping students navigate primarily North Campus

CERTIFICATIONS AND RECOGNITION

- Summa Cum Laude
- Ranked in top 10 percent of class
- Regents w Advanced Designation Diploma
- International Baccalaureate Diploma
- Eastridge Chapter of National Honor Society
- Avid Showcase Scholarship 2023
- Urban League of Rochester N.Y, Black Scholars Award
- 2nd Team All-County Varsity Soccer
- Lancer Band Don Borland Award 2023
- MVP Girls Flag Football 2022-2023
- UB Dean's List Spring 2024

LEADERSHIP EXPERIENCE

- President of Student Council: coordinated and scheduled meetings/conferences, maintained budget, handled confidential information while maintaining an effective action focused organization.
- Team Captain of Varsity Soccer and Girls Flag Football with patient approach while gaining experience in team guidance, communication, problem solving and conflict resolution.
- Section Leader in the Woodwinds Marching Band: creating connections, motivating others, organizing events, setting, and achieving goals through direction and team support.
- A preferred student on hiring committee for the Eastridge staff

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-2-

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EXTRACURRICULAR ACTIVITIES

University of Buffalo

2023-Present

- Athlete of the UB Women's Soccer Club: practice three times a week with a game each weekend and tournaments once every fall/spring semester.
- Member of BASIC (Brothers and Sisters in Christ) Club: chalk boarding every Monday around campus at 7 AM to spread the word of this club.
- Member of the Black Student Union (BSU), African Student Association (ASA), and Power United Ladies Striving to Elevate (P.U.L.S.E.).

VOLUNTEER/COMMUNITY SERVICE

- Assisted in church outreach, managing the amount of food, and preparing food bags for distribution within the local community. **2022-2023**
- Volunteered at Red Wings Game to raise monies for the Eastridge Marching Band. **2022-2023**
- Created a Veterans donation drive in Rochester, NY and planned and delivered funds raised to Veterans Outreach Centers. **2022-2023**

