

Administrative professional with 20+ years of experience supporting executives and academic leaders in higher education, nonprofit, and real estate. Skilled in managing complex calendars, coordinating events, preparing reports, and streamlining operations. Proficient in Microsoft Office Suite, Banner, and virtual collaboration platforms. Strong communicator with proven ability to manage competing priorities, maintain confidentiality, and foster collaboration across diverse stakeholders.

SKILLS & QUALIFICATIONS

Banner student information system | Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Zoom, Teams, Google Workspace | Confidentiality and compliance (PII/HIPAA) | Event planning and logistics | Calendar management, scheduling, and travel coordination | Executive support and office management | Data analysis and reporting (Excel)

PROFESSIONAL EXPERIENCE

Antioch Urban Ministries Inc, Atlanta, GA | **Program Administrator** Nov. 2022 - Present

- ✓ Support senior-level leadership by scheduling meetings, managing digital calendars, and preparing presentations for board and grant reporting.
- ✓ Draft, edit, and submit reports for grant reimbursements, compile data for annual audits.
- ✓ Conduct eligibility assessments, verify income and medical diagnoses, and determine final rent amounts.
- ✓ Maintain confidentiality and compliance with HIPAA and PII training standards.
- ✓ Coordinate intake for transitional housing program, ensuring compliance with HUD and City of Atlanta HOPWA guidelines.

Century 21 Connect Realty, Roswell, GA | **Real Estate Agent** Feb. 2019 – April 2025

- ✓ Oversaw contract preparation, scheduling, and coordination for buyers and sellers, requiring strong organizational and time management skills.
- ✓ Prepared client-facing presentations, reports, and financial documentation.
- ✓ Utilized Microsoft Excel for market analysis and reconciliations.
- ✓ Coordinated events, meetings, and travel schedules for clients and team members.

Clark Atlanta University, Atlanta, GA | **Staff Administrative Assistant** Jan. 2022 - Nov. 2023

- ✓ Provided executive-level administrative support to faculty and staff, assisting over 100 students with Banner web and Canvas navigation
 - ✓ Scheduled and facilitated Zoom meetings, coordinated events, and maintained calendars for the undergraduate Director of the School of Business.
 - ✓ Managed marketing for business school events and moderated professional development programs.
 - ✓ Collaborated with multiple departments, improving administrative efficiency by 85 percent.
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LEADERSHIP EXPERIENCE

Clark Atlanta University, Atlanta, GA | Delta Sigma Pi Professional Co-Ed Business Fraternity Aug. 2022 - Present

- ✓ Served as President for 2 years. Charted the 308th chapter. 4th HBCU and 1st Business Fraternity on Campus since our organization's founding on November 7, 1907, at NYU School of Commerce and Finance.
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SOFT SKILLS

Strong written and verbal communication | Proficient in Canva, Mailchimp, Dotloop, SkySlope, DocuSign, Adobe Acrobat PRO, QuickBooks, and Microsoft Office for Business.

CERTIFICATIONS

Project Destined, Commercial Real Estate Fundamentals, Certification 03/2024-06/2024
Project Destined, Global Real Estate Investments, Certification 08/2024 - 11/2024

EDUCATION

Georgia State University, Atlanta, GA | M.S in Commercial Real Estate Candidate July 2026
Clark Atlanta University, Atlanta, GA | Bachelors of Business Administration, Marketing May 2025
Metro Brokers Academy, Duluth, GA | Georgia Real Estate Salesperson License #390405 Feb. 2019
