

AFI NKHUME-CRECY

Email: Aficrecv@gmail.com

EDUCATION

University of California, Berkeley

Cal Opportunity Scholar/Graduated with honors Bachelor's Degree - IDS Public Health

CERTIFICATIONS

Vision + Hearing + BP Screenings: Certified by CHDP

Full Stack Web Developer: Certified by UC Berkeley

Python 3: Certified by Code Academy

HIGHLIGHTED SKILLS

- ✓ Event Planning and Execution
- ✓ Navigating Company Portals
- ✓ Topical Research
- ✓ Written and Oral Presentations

TECHNICAL SKILLS

- ✓ Graphic Design
- ✓ SEO Optimization
- ✓ Social Media Management
- ✓ Web Development
- ✓ Website Management

TOOLS AND TECHNOLOGIES

- ✓ Canva
- ✓ Git
- ✓ Mailchimp
- ✓ Microsoft Office Suite (including Publisher)
- ✓ Salesforce /Childplus
- ✓ WordPress

WORK EXPERIENCE

March 2019-
July 2020

Position held: Health & Wellness Coordinator

Child Family & Community Services (CFCS) Head Start Southern Alameda County District

- Maintained and updated Child Plus database of the children's health conditions, screenings, medications and dosages
- Developed follow-up plan, arrange re-screening, further testing, for enrolled children
- Negotiated and developed contracts for company partnerships with service providers
- Developed written health, environmental, safety, sanitation policies and procedures
- Trained all staff on Universal Precautions/ Health and Safety Policies

January 2018-
August 2018

Position held: Patient Care Coordinator

The Pill Club

- Liaison between medical staff, patients, and outside providers
- Facilitated medical and pharmacy insurance investigations
- Oversaw the onboarding of new patients into the company portal
- Discussed potential bugs in the company portal with the tech team
- Trained new patient care coordinators

October 2016-
December 2017

Position held: Communications & Diversity Outreach Coordinator (Non-Profit Organization)

East Bay College Fund (EBCF)

- Managed and maintained all social media for the EBCF (Increased social media audience following by approximately 300% on all platforms)
- Maintained non-profit website utilizing WordPress and added plug-ins
- Regularly updated Salesforce account with donor and student information
- Coordinated connections and marketing efforts with companies, i.e. AC Transit, Billboards, Pandora, YouTube
- Partnered in the onboarding of over 300 mentors through spearheading online marketing campaigns

