

## **Ah-Janai M. Hudson**

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### **EDUCATION**

*Bachelor of Arts, Psychology/Professional Writing*

*Minors: Cognitive Science and Leadership and Integrated Learning*

Michigan State University-East Lansing, MI

May 2018

### **EXPERIENCE**

#### **Service Center Representative Student Supervisor**

December 2015- Present

- Manage my own service center desk in one of the residence halls
- Troubleshoot potential problems with representatives at the desk
- Answer and send emails through the supervisor account and update substitution logs
- Track employee discipline

#### **Probate Paralegal Assistant**

July 2015-August 2015

Law Offices of Charlene Glover-Hogan P.C.-Southfield, MI

- Acted as witness to clients as they completed required paperwork at the office
- Contacted clients in regards to their balances with the firm, court dates, and upcoming appointments with attorney Glover-Hogan
- Assisted Ms. Glover-Hogan and her legal assistant, Ms. Insko with organizing files and briefing cases for upcoming court hearings

#### **Service Center Representative**

June 2014-December 2015

MSU Resident and Education Housing Services-East Lansing, MI

- Provided customer service to anyone that comes to the desk
- Demonstrated conflict management when problems arise create solutions for these problems
- Disclosed vital information by recording events, and communicating through Microsoft Outlook to ensure that everyone was on the same page

#### **Student Clerical Assistant**

June 2014-August 2014

MSU Upward Bound-East Lansing, MI

- Monitored the safety and security of 20 adolescent children
- Administered the appropriate tools and necessities needed to update the bi-weekly payroll stubs for tutors and instructors

#### **Residential Dining Worker**

August 2013-October 2013

MSU South Neighborhood Dining Services-East Lansing, MI

- Prepared food for customers and provided customer service
- Familiarized myself with handling money at the cash register

## **Leadership and Community Engagement**

Voice Magazine- *Lifestyle/Current Event Columnist*

January 2016-Present

- Enlighten the underrepresented multicultural communities about current events and lifestyle advice

MSU Upward Bound-*Mentor*

October 2015-present

- Provide support and guidance for 1-2 high school aged kids from the Lansing area
- Provide homework help and college readiness tips

MSU Food Bank-*Volunteer*

July 2014-Present

- Pack and distribute food to more than 100 undergrad, grad, and doctoral students and families here at Michigan State University (Biweekly)

Spartan Remix Outreach and PR Planning Committee-*Member*

June 2014-September 2014

- Contact potential organizations and donors to sponsor our event
- Create flyers, and social media sites to spread awareness about this event

Leader Shape Institute-*Participant*

May 2014

Bailey Scholars Program- *Member*

March 2014-Present

- Program that allows you to earn a minor in Leadership and Development
- Learn and show how to become a leader through various activities such as: field trips, presentations, meetings, volunteering within and around the MSU community

Psychology Club-*Member*

September 2013- Present

University Activities Board-*Member*

September 2013-Present

- Help create retention incentives for our members
- Plan the end of the year club banquet
- Promote diversity of the Multicultural committee through several events such as the yearly drag show and Chinese New Year. Also working with diverse groups on campus such as: BSA (Black Student Alliance), APASO (Asian & Pacific American Organizations), and PRISM (LGBTQ Affiliate)

## **SKILLS PROFILE**

Technical

Microsoft Office

- Word
- Works
- Excel
- PowerPoint
- Microsoft Outlook

Other Credentials

- Google
  - Gmail
  - Drive
  - Calendars

- Social Media and Blogging
- Video chat
  - Skype
  - Oovoo
- GitHub (Website and HTML Code creator)