

## **Shanayah Braithwaite**

19535 Transhire Road Montgomery Village, MD 20086

Portfolio: <https://braithwaites.github.io/Portfolio-Updated/>

shanayah.braithwaite@gmail.com | 240-671-6914

**Objective** To obtain a position that will allow me to utilize my various skills to acquire new knowledge and experiences that will assist me in my career goals.

**Education Hood College**, Frederick, Maryland

Grad Date 2017

B.A. Communications - Concentration in Digital Media

Minor in Web Development

**Education GW Coding Bootcamp**, Arlington, VA

Grad Date 2019

B.A. Communications - Concentration in Digital Media

Minor in Web Development

### **Related Course Work**

Web Development I & II, Applied Computer Graphics, Usability Engineering/  
Web Development, Web Development Practicum, Computer Science I & II,  
Graphics I, II, and III, Visual Media I and II

### **Volunteer Frederick – Senior Project**

Spring 2017

Co- designed, implemented, and utilized Drupal to create a website for volunteers and organizations seeking volunteers

### **Relevant Skills**

#### **Web Development**

- HTML coding, CSS, Java Script, and PHP

#### **Computer Programming**

- Java and C++

#### **Visual Media**

- Adobe Illustrator, InDesign, Photoshop, Premier Pro, and Photography

### **Internship Experience**

**3 Roads Communications**, Frederick, MD

August 2016-

December 2016

Video Production Intern

- Transcribed videos for various projects
- Assisted as a production assistant on a video shoot
- Used Adobe Premiere Pro to sync videos with the corresponding audio

and pulled sound bites

- Helped transport equipment and set up equipment for various shoots

## **Work Experience**

### **Ivymount School, Rockville, MD**

August

2017 – Present 1:1 Teacher Assistant

- Data Entry
- Receive and deliver mail to various departments around campus
- Create and distribute posters for community events
- Forward funds received to accounting department and collect receipts
- Assist in events sponsored by the Chapel.
- Contact businesses for donations for annual silent auction

### **Hood College Student Chapel, Frederick, MD**

August

2013 – Present Office Assistant

- Data Entry
- Receive and deliver mail to various departments around campus
- Create and distribute posters for community events
- Forward funds received to accounting department and collect receipts
- Assist in events sponsored by the Chapel.
- Contact businesses for donations for annual silent auction

### **Montgomery County Recreation, Gaithersburg/Germantown, MD**

Summer

2014, 2015, 2016

Counselor

- Responsible for monitoring children
- Organized and led a variety of small and large group activities each week
- Helped write and implement a weekly schedule for camp group
- Responded to camper behavior issues
- Helped guide Counselors in Training (CITs) to better understand leadership and obtain counseling skills

## **Affiliations**

### **Campus Activities Board (CAB)**

- Executive Member 2015 – Present
- Engages students in community events and programs that the college has
- Promotes more campus involvement and bring diversity and entertainment to the campus

### **Circle K International (CKI)**

- President 2015 – Present

- Dedicated to service and leadership development and affiliates with Key Club and Kiwanis

#### **International Club**

- President 2015 – Present
- Publicity 2014 – 2015
- Promotes and values global awareness and harmony among diverse groups

#### **Black Student Union (BSU)**

- Active Member 2013 – Present
- Promotes awareness and harmony among diverse groups

#### **Hood College Rotaract Club**

- Publicity 2016 – Present
- Helps to solve challenging social issues in our community and around the world

#### **The Movement/Step Team**

- Member 2013 – 2014
- Performed at school events
- Volunteered at local soup kitchen and the Brother and Sister's Club

#### **Skills**

- Microsoft Word, Excel, and PowerPoint
- Conducting Internet Research
- Social Media Skills: Facebook, Instagram, Twitter