**Education**

**Dartmouth College,** Hanover, NH  **June 2023**

*Bachelor of Arts, Major in Sociology, Minor in African and African American Studies*  **GPA 3.57/4.0**

**Work Experience**

**Office of Pluralism and Leadership (OPAL),** Dartmouth College, NH **March 2023 - Present**

*Black Student Advising (BSA) Student Coordinator*

* Design marketing tools for events and programs
* Work within a budget to order materials and supplies
* Act as liaison between student and OPAL administrator

**Boston Children’s Hospital** (Remote),Boston, MA **September 2022 - Present**

*Workforce Development Coordinator*

* Facilitate on workshops and attend meetings to design Summer 2023 COACH healthcare internship program
* Compile information from source documents into computer databases and/or spreadsheets, and distributing periodic reports
* Update and maintain different Workforce Development program websites
* Assist with scheduling and management of email systems
* Review and update COACH related mentor and intern resource documents
* Assist in the development of intern training and onboarding materials specific to COACH interns and mentors

**Dartmouth Digital History Initiative (DDHI)**, Dartmouth College, NH. **June 2021 - Present**

*Student Program Manager*

* Use Github to develop a flexible project plan that monitors, track progress and maintains comprehensive project details
* Delegate assignments to contributors then provides oversight and follow-up as needed
* Trained and mentored 5+ new and existing research assistants on TEI schema, workflow, and advance data correction
* Facilitate group orientation sessions and explain requirements for participation in DDHI
* Schedule and lead team meetings
* Develop new tools and methods to improve workflow, efficiency, and student employee satisfaction
* Provide technical support for TEI related software applications

**Audrianna Crochet,** Boston, MA

*Owner*, D*esigner* *& Manager* **December 2020 - Present**

* Manage day-to-day operation of online shop and accompanying social media content
* Design and create handmade crochet pieces

**Leadership Services and Activities**

**Crimson Summer Academy,** Boston, MA        **June 2021 - June 2022**

*Mentor*

* Provided guidance to six high school mentees on solving academic issues and developing coping strategies for the future
* Researched and presented opportunities to mentees based on their academic and professional interests

**Foundations for Social Impact,** Hanover, NH         **October 2019 - March 2020**

*Student Intern*

* Conducted surveys and used design thinking to problem solve social issues such as food insecurity affecting Upper Valley residents
* Consulted with the Upper Valley Family Place to increase parent participation

**Delta Sigma Theta Sorority, Inc., Hanover NH April 2021 - Present**

Vice President

* Responsible for reserving meeting locations, ordering refreshments, and preparing meeting agenda for social events
* Collected and organized funds and documentation for event income and expenses

**Council for Student Organization**, Dartmouth College, NH. **May 2020 - Present**

* Review and approve funding application for over 180 student organizations
* Participates in the recruitment of new clubs, including screening new requests and scheduling interviews

**Additional Interests & Skills**

**Software**: MS Office, Google Suite, Adobe Premier Pro, Social Media Tools, Apricot, BrassRing, Tango, ASANA, STATA (limited)

**Language**: English, Spanish (Beginner)

**Additional Interests:** Reading, Going on long walks, Crochet