

Jahiem Johnson
(646) 469-1837
Jahiem.Johnson@student.mec.cuny.edu

SUMMARY OF QUALIFICATIONS

- | | | |
|--------------------------|------------------------|------------------------|
| • Microsoft Office Suite | Operational Management | Administrative Support |
| • Teamwork | Time Management Skills | Cashier Knowledge |

EDUCATION

Bachelor of Science in Business Administration (Candidate) – Expected June 2027
Medgar Evers College – School of Business – Brooklyn, NY

RELATED COURSEWORK

- | | | | |
|---------------------------|----------------------|--------------------------|--------------------------|
| • Organizational Behavior | Financial Accounting | Spanish 1 | Advanced Career Planning |
| • Business Law | Marketing Principles | Principles of Management | Computer 101 |

INTERNSHIPS

Office of communications/ Brooklyn Recovery Corp –

Brooklyn, NY – 2/2025 – present

- Assisted with marketing events on campus for various social media platforms
- Supported the Office of Communications through pictures and videos detailing campus life
- Photographed students and staff in different elements on campus
- Facilitated group assignments and maintained due dates for several tasks

PROFESSIONAL BACKGROUND

College Assistant/ Mentor - Freshman Year Program (PBI)

Brooklyn, NY 2024 - 9/2025

- Answered and directed incoming office calls
- Help new students with enrollment, registration and navigating campus resources
- Guided prospective students in scheduling appointments with advisors
- Generated weekly reports to supervisor
- Mentored first-year students, providing support and guidance throughout their transition to college
- Help create a welcoming environment for incoming freshman students on campus

Student Ambassador- Rock Your Health

Brooklyn, NY- 2024

- Assisted with promotional and information sessions regarding breast cancer
- Assisted in coordination guest speakers from various organizations
- Assisted with event set-up and break down
- Provide general program and administrative support as needed

Media/Custodial Assistant – Mount Sinai Baptist Church

Brooklyn, NY – 01/2023-06/2023

- Assisted with setup and teardown for various services such as funerals, and Sunday Service
- Supported deliveries, unpacking, organizing, and pantry operations
- Ensured building remains clean, sanitized and functional for daily use

COMMUNITY SERVICE

- **Volunteer-** Souls to the Polls: Assisted with local mayoral campaign efforts (2025)
- **Volunteer – Transition Academy (Medgar Evers College)**
 - Food Pantry distribution
- **Volunteer – Office of Student Life and Development (Medgar Evers College)**
 - Event set-up and break down
- **Volunteer- Office of Health Services (Medgar Evers College)**
 - Distributed marketing materials and supported campus event

HONORS & AWARDS

- MEC Track Athlete of the Year - 2024-2025
- 4X Time CUNY All-Star Athlete
- 3X Time CUNY Track Athlete of the Year
- Outdoor Most Valuable Player- 2024