

LATOCHA TERRELONGE

Chicago, IL | lterrelo@hawk.iit.edu | www.linkedin.com/in/lterrelonge/ | 224-360-2959

EDUCATION

Illinois Institute of Technology
Bachelor of Science, Engineering Management

Chicago, IL
May 2018

EMPLOYMENT EXPERIENCE

Saga Innovations
Tutor Fellow

Chicago, IL
Aug. 2018 – Present

- Tutor algebra and geometry to a caseload of 16 high school students over the course of 6 periods during the school day.
- Plan lessons and activities suited to students' individual needs daily.
- Communicate with students' guardians biweekly to update them about student progress.
- Serve as a resource for students to assist them in their overall academic studies.

Imagine-It-Tech
Project Engineer Intern

Chicago, IL
Aug. 2018 - Present

- Creates comprehensive documents which layout the tasks involved in completing electronic projects for the company.
- Identified, formalize and document the services offered by the organization to clients.
- Review project documents such as schematics, PCB layout, bill of materials for accuracy.

Illinois Institute of Technology
Collaborations Manager, Union Board

Chicago, IL
Dec. 2016 - May 2018

- Planned, coordinated, and executed over 60 events each semester in collaboration with 50+ student organizations.
- Managed and distributed a budget of \$40,000 per semester, funded by the student Finance Board.
- Coordinated a team of 4 fellow students to market and execute events resulting in a 30% increase in attendance over three semesters.

Lab Controller, Office of Technology Services

Aug. 2016- May 2018

- Managed equipment and inventory of seven computer labs and nine print release stations across the entire main campus.
- Troubleshoot end user problems with equipment including printers, plotters, desktop PCs and projectors.
- Generated and monitored weekly reservations for all the computer labs utilizing excel.

Community Desk Assistant, Resident and Greek Life

Aug. 2016 – May 2018

- Promoted a friendly, safe, and cooperative environment for 1600 residents, guests, and staff members by providing excellent customer service and enforcing policies.
- Implemented emergency protocols in cases of fire and medical emergencies when necessary by collaborating with a multicultural team to ensure continuous resident safety.

Phonathon Caller, Office of Institutional Advancement

Sept 2015- Aug. 2016

- Solicited over \$3000 in alumni donations for Illinois Tech's various initiatives and departments in an academic year
- Supported alumni stewardship by providing relevant updates on school development and invitations to events.
- Managed and updated alumni data (contact information, employment, etc.) for the Illinois Tech alumni database, utilized by thousands of students each year.

LEADERSHIP EXPERIENCE

Vice President, National Society of Black Engineers

Apr. 2017 – May 2018

- Chaired membership committee to oversee the recruitment, retention and engagement of 60 student members.
- Increased member retention by 30% through implementation of professional development events, each attended by about 30 students.
- Designed and managed a point system to fairly determine member qualification for 75% organizational sponsorship to attend regional and national conferences.

Orientation Leader, Office of Campus Life

May 2016- Aug. 2017

- Conducted orientation, advisement, and registration for over 1000 incoming students.

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- Encouraged active integration of new students into the Illinois Tech community.
- Provided insight about academic rigor and student life for students and parents in both group sessions and one-on-one interactions.
- Assisted students with the class registration process by helping them to navigate the online registration portal.

Treasurer, Caribbean Visionaries

Apr. 2016- May 2017

- Managed the finances of the organization for an average of 8 events and charitable pursuits per semester.
- Created monthly budget proposals used to gain funds for the organization's activities from the student Finance Board.
- Created and led bi-weekly presentations to members on financial status updates.

Summer Camp Instructor, Keystone Baptist Church

Summer 2015 & 2016

- Instructed children aged 2 to 7 years old in religious stories along with basic math and language arts.
- Planned and executed activities such as finger painting, drawing and model making to reinforce concepts covered.

TECHNICAL SKILLS

Java	Mathematica	MS Excel
MATLAB	Python	MS Project
HTML5 & CSS	Eclipse	Altium