

Monica Powell

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Education

Barnard College, Columbia University, New York, NY

Bachelor of Arts expected May 2016

Major: Psychology

GPA: 3.58

Cornell University Ithaca, New York

June 2010 - July 2010

Successfully completed *Hotel Operations Management: Tactics for Profitability*, a three credit-course.

Honors and Awards

Barnard College Dean's List

National Ventures Scholar

University of Maryland Baltimore County

Experience

Athena Digital Design – Owl - in - Chief (Manager)

September 2014 - Present

Junior Developer & Student Advisory Board Member, New York, NY

December 2013 – Present

- Contributes to the agency startup team in various capacities ranging from project management, finance, marketing, branding, and more.
- Focuses on spearheading the promotion and recruitment of the 2nd cohort of students and advisory board.

Morningside Area Alliance – Community Development Intern, New York, NY

June 2014 – August 2014

- Assisted with the development of the Morningside Heights neighborhood application along with its companion site and Facebook page. Also, contributed to the Morningside Area Alliance main site. Both sites were powered by Wordpress.org.
- Expanded upon MAA's existing contact list by implementing MailChimp on the app's companion site.
- Updated and further developed the Morningside Heights Arts & Community Calendar as well as authoring posts with the latest neighborhood news to increase Morningside Height's social media presence.

Communications Department at Barnard College – Communications Intern, New York, NY

June 2014 – August 2014

- Supported the Marketing and Media Relations operations of Barnard College's Communications Department, assisting with planning and promotion of special events as well as managing the department's external contacts.
- Prepared social media reports using Facebook analytic data to calculate user engagement.

Residential Life and Housing at Barnard College – Office Assistant, New York, NY

May 2014 – August 2014

- Provides quality service to students, conference guests, and other College personnel as well as performing various administrative duties.
- Maintains interpersonal relationships with Associate Directors, Administrative Staff, and other Summer Assistants.

The Desai Foundation – Graphic Design Intern, New York, NY

January 2014 – April 2014

- Responsible for creating, promotional material (digital + print) for the non-profit organization, Desai Foundation's 15th year Anniversary Gala.
- Spearheaded volunteer recruitment efforts.

Homeland Security Research Assistantship Program at UDC - Research Assistant, Washington, D.C.

June 2013 – July 2013

- Conducted and presented research regarding emergency preparedness for the District of Columbia in the event of a biological attack on the critical infrastructure

Leadership & Involvement

Multicultural Admissions Advisory Committee at Barnard College – Member

August 2013 – Present

- Assists with the admission office's recruitment events, especially those that involve underrepresented communities
- Provides feedback on admission's office events in order to introduce new initiatives

Caribbean Student Association at Columbia University – Publicity Chair

May 2013 – May 2014

- Promoted the association's events via print and web (Facebook, Twitter, etc.) and coordinated volunteer recruitment.
- Collectively helped fundraise over \$10,000 for the association's annual international service trip.

STRIVE at Columbia University -Tutor/Mentor

August 2012 – August 2013

- Provided mentoring, academic support, college prep and contributed to curriculum development.
- Led several hour-long programs that focused on disease management education, medical empowerment and self-advocacy.

Skills

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Social Media (Twitter, Facebook, Tumblr, Wordpress, Pinterest), HTML/CSS, SPSS and Basic Spanish.