

Mandisa Thomas

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Summary of Professional Skills

Team focused leader with innovative mindset to accomplish complex projects via delegation and creativity. An excellent facilitator of people and processes with expertise in:

- SCRUM, Ruby on Rails • JavaScript/ jQuery
- CSS, HTML and SASS
- Leadership • Team collaboration • Customer satisfaction • Event planning

Web Development Projects

Party Helper - Final project created a party-planning app built on rails. I also used ruby and some jQuery. This app calculates items needed for party, guest list and has an event count down function.

Roam - This was a group project, where you can type in a hashtag such as #icecream and a live instagram photo stream with nearby pictures of the hashtag you typed will show up. The basis is for users to find local food and events via instagram in real time. I was the SCRUM master and the front end developer on this project

Jukebox - Created a jukebox, functions are play, pause, stop and a user is able to add a song that will auto play. Built the jukebox using JavaScript, jQuery and CSS

Professional Experience

Green Dandelion Market and Sales, Inc.

Philadelphia, PA

Demonstrative Representative | Marketing Coordinator

Jan. 2009–Present

- Manage and lead all advertising and marketing, reporting directly to the owners daily and/or weekly
- Schedules meetings and organizes product data
- Sends orders to distributors and effectively maintains the office
- Produces spread sheets and maintains files
- Conducts business to business calls
- Prepares power point presentations
 - Generates and manages social media accounts, researched events /conferences relevant to companies interest
- Perform in-store product demonstrations for natural foods manufacturers at industry shows
- Coordinate product sampling with management and key personnel
- Merchandise products and create an atmosphere for customers to sample products

Bikram Yoga Philadelphia

Philadelphia, PA

Certified Yoga Instructor

2014–Present

- Instruct and lead students through 26 postures & 2 breathing exercises in 105-degree room for 90 min.
- Advise students on physical and mental health through answering questions and providing encouragement to students in and out of the classroom
- Class size range from 14-31 people

Uniquely You Summit

Philadelphia, PA

Logistics Intern

July 2014–September 2014

- Collaborated with Girl Exchange leader and volunteer coordinator
 - Participated in team logistic meetings through recording meeting minutes and sharing ideas
- Prepared conference leader's class supplies and delegated preparation tasks to my team accordingly
- Managed leaders schedule's through consistent verbal and written communication
 - Monitored teacher's progress through visiting their classroom and providing assistance as needed

IES Abroad

Study Abroad Intern | Volunteer

Cape Town, South Africa

July 2012-November 2012

- Organized, fundraised and created community learning center at EGOLI an informal settlement
- University of Western Cape
- Created play on racism in post-apartheid South Africa as a contributing creative writer
 - Volunteered at a refugee home and tutored children in Western Cape HAGUE school
 - Immersed into Cape Town culture with students and community members

Groundwork Anacostia

Washington, DC

Team Leader

January-may 2011

Taught environmental awareness to 15 high school students through tree planting

- Supervised field trips to outdoor and indoor activities such as rock climbing, bike riding & nature walking

Children Defense Fund Freedom School (CDF)

Philadelphia, PA

Servant Leader | Intern

June-August 2010

- Instructed a class of 10 students, ages 5-6 utilizing the CDF Freedom School curriculum
- Organized field trips and led outings with class building upon the impact of the school curriculum
- Created other outside activities including themed art projects and performances

Childrens Defense Fund Freedom school Intern

Washington, DC

Event Planning Intern

January -June 2013

- Organized Freedom school summer conference with senior level staff in planning events for the school
- Participated in Children's Defense Fund events such as press conference's and outreach activities , by writing meeting notes, ordering food and adding preparing meeting material
- Contacted sponsors and maintained/updated sponsor information to the database

COMMUNITY SERVICE

Tutoring Volunteer Experience

Locations Vary

- Tutored third grade students in preparation for standardized testing in New Orleans ASB 2009-2012
- Tutored children in primary school and volunteered at an orphanage in South Africa 2012
- Completed Jump-Start, an America Corp based program, including over 300 hours of service tutoring pre-schoolers in a DC public school 2011

Honors and Awards

- Jump Start (AmeriCorps) Education Award

Education

New York Code and Design Academy

April -June 2016

Howard University

Washington, DC B.A., Major: Anthropology; Minor : Education ,
2009-2013