

# Moyo Akoma

makoma@andrew.cmu.edu | 484.942.6975 | www.linkedin.com/in/moyo-akoma-bizmo

## EDUCATION

### Carnegie Mellon University, Tepper School of Business

Pittsburgh, PA

Major: Bachelor of Business Administration – Business Analytics, Additional Statistics

Expected Graduation: May 2026

**Relevant Coursework:** Optimization, Statistical Inference and Computing, Excel, Professional Writing, Finance, Spanish Language

**Activities and Societies:** Alpha Kappa Psi Business Fraternity, Soundbytes A Capella, Independent Musicians Org, Kiltie Band

## EXPERIENCE

### Carnegie Mellon University

Pittsburgh, PA

*Probability and Statistics Course Grader, University Center Information Desk Attendant*

Sep 2023 – December 2024

- Grading student assignments, providing personal feedback for improvement
- Answering questions, providing accurate information, and serving the requests of 500+ students and visitors of Carnegie Mellon
- Tracking the use of campus study and interview rooms, collecting data for student interview rates

### American Family Life Assurance Company (AFLAC)

Pittsburgh, PA

*Benefits Advising Intern*

May 2024 – Aug 2024

- Worked alongside District Sales Coordinator(s) to engage, educate, enroll businesses with Aflac, closing \$5000+ in annual premium
- Contacted 20-40 small businesses a day, connecting with business owners to fill gaps in their needs
- Earned Pennsylvania Resident Producer of Accident & Health Insurance License to engage in the business of insurance in PA

### Liberty Ministries Thrift

Pottstown, PA

*Donation Center Associate*

Jul 2023 – Jan 2024

- Managed intake and organization of Donation Center, ensuring smooth and efficient operations
- Assisted in coordinating furniture transactions, maintaining consistency for prices of sold goods
- Facilitated transition of \$2,500+ worth of seasonal donations between Winter and Summer through inventory management systems

### Ruffalo Noel Levits LLC

Pittsburgh, PA

*Carnegie Mellon University Fundraiser*

May 2023 – Jun 2023

- Initiated contact with university alumni, fostering gift support for various majors, academic departments, clubs, and scholarships
- Dialed 10,000+ CMU graduate contacts, sharing information on how to stay involved and fund student affairs
- Developed strong communication and interpersonal skills by building rapport with 2,000+ alumni

## LEADERSHIP & PROFESSIONAL DEVELOPMENT

### Soundbytes A Cappella

Pittsburgh, PA

*President, Treasurer*

Sep 2022 – Present

- Accounting and overseeing all finances and transactions throughout academic year via Excel and Carnegie Mellon TartanConnect
- Created and enforced a yearly budget of \$3,000, coordinating with Soundbytes executive board and CMU Student Leadership
- Increased organization budget by 50% for 24-25 academic year, demonstrating consistent and effective use of organization finances

### First-Year Orientation Program

Pottstown, PA

*Orientation Leader*

Feb 2024 – Present

- Training and supervising orientation counselors for successful leadership and excellence in the orientation program
- Engaging first year students of CMU, fostering a sense of community and belonging for transition into college life
- Collaborating with head orientation counselors to create a cohesive and engaging orientation program

### Scouts BSA

Pottstown, PA

*Junior Assistant Scout Master*

Jan 2013 – Jun 2022

- Served as a point of contact for lower troop leadership and worked closely with the Scoutmaster to carry out meeting plans
- Planned, organized, and directed all aspects of the construction of my Eagle Scout project, which aided a local Arboretum, including agreeing upon a project with the arboretum director, keeping track of ongoing costs, and taking charge of troop health and safety
- Attained the rank of Eagle Scout with Bronze Palm award under board of review
- Earned certificate of completion of National Youth Leadership Training program

## SKILLS & INTERESTS

**Computer:** R, Excel, Python, SQL, MongoDB, HTML, Word

**Languages:** Spanish (Intermediate proficiency), English (native and fluent)

**Interests:** Cycling, Making music (drums, guitar, vocal), Ultimate Frisbee, Running