

# Shonte Deveaux

## EDUCATION

Florida Memorial University, Miami Gardens, FL  
Bachelor of Science in Management Information Systems

May 2018

## COMPUTER SKILLS

Microsoft Office, Google Docs, Java, HTML 5, CSS3, JavaScript, Bootstrap, Swift, Typing speed: 60 words per minute, Photography

## EXPERIENCE

Residential Life Assistant

August 2015- Present

### *Student Job*

- Serves as the immediate link between the residential life staff and residents
- Manage and host on campus programs
- Completes operational tasks, office operations and procedures
- Attends yearly leadership conference

EAC Consulting

June 2016 – August 2016

### *Summer Intern*

- Convert paper files to e-files into the company's database
- Complete operational tasks, office operations and procedures
- Assist with network, software, and office machinery updating and troubleshooting
- Correspond and communicate with support services of Dell, Microsoft, AT&T

Family Guardia Insurance Company Ltd.

June – August 2015

### *Summer Intern*

- Entered records into an online database (combination of Microsoft access and excel)
- Ensured that all necessary documents were on file or added annotations if documents were need or missing

Emerge Americas Technology Foundation

April- May 2015

### *Conference Intern*

- Used excel spreadsheets to associate and activate names with conference passes for the 2014 Emerge Americas Tech Week Conference.
- Worked at the 2014 Emerge Americas Tech Week Conference

Bahamas Law Enforcement Co-Operative Credit Union

June-August 2014

### *Summer Intern*

- Reviewed and calculated cashiers recipes and payments
- Updated client files and maintain the appearance of the filing cabinet

Bahamas Electricity Corporation

June- August 2013

### *Summer Intern*

- Assembled computers, projectors, and maintain the appearance and availability of the desktops, printers and telephones in the lab.
- Assisted with the hosting of seminars and webinars for employees.

## AFFILIATIONS

Junior Class President (2016-2017)

- Serves as chief executive officer for the class in the upcoming student government association cabinet □ Takes the lead in determining class objectives
- Work closely with class offices to effectively collaborate, plan, organize and implement class programs
- Club 1964 INC. Deputy Director of Public Relations
- Monitored and maintained social media platforms
- Updated online clouds and drives
- Captured photographs for varies events and projects

## VOLUNTERISM

The Salvation Army Thrift Store

Miami 5K Cancer Walk

In Jacob's Shoes

**AWARDS**

FMU Academic Scholarship

Dean's List

Thurgood Marshall College Fund 2016 OFC Innovation & Entrepreneurship Program 2016

AIPAC Summer Saban Leadership Seminar