

# Solomon Butler

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*Dynamic, confident and results-oriented professional with advanced academic training in psychology with intersecting experiences in project management, business marketing and strategic planning. Goal oriented professional dedicated to communicating strategy plans and innovation design initiatives. Growth-focused thought leader with expertise spanning corporate communications, analyzing strategic findings, reviewing risk tasks deliverables and developments. Serves as an effective gatekeeper; prepares well-researched and accurate documents; manages busy calendars; and efficiently handles daily administrative tasks to ensure project consistency and optimization.*

## EXPERIENCE

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### Substitute Teacher

Sept. 2021 - Present

PS. 345 Patrolman Robert Bolden | Brooklyn, N.Y.

Responsibilities included **performing** necessary communications tasks that promote diverse, equitable and inclusionary practices organization wide. **Showcases** educational materials with diverse teaching strategies designed to develop students' learning styles. **Implements** established lesson plans, while exercising professional judgment to introduce new material when necessary. **Optimizes** classroom environments that are conducive to learning maturity and interests of the students.

### Program Coordinator

July 2016 - Aug. 2021

Sunnyside Afterschool Program | Queens, N.Y.

Responsibilities included **overseeing** and **developing** rapport while delivering outstanding customer service. Facilitated consultations on the phone and email. **Digitized** end of the day audits to check for any potential errors. Provided empathy to each caller maintaining sincerity. **Adhered** to confidentiality clauses with clients. **Performed** a range of administrative duties including, but not limited to, filing and faxing documents as it related to peers, copying, printing, scanning, facilitating inbound intake calls and mailing appropriate documents to designated recipients. **Facilitated** Roller Skating Dance Instructional courses for community. **Spearheaded** heavy manual labor handling and charted produce packages for people in need. **Optimized** staff and youth applications and attendance. Forecasted data management, and complied with emergency protocols.

### Technology and Engineering Fellow

Sept. 2015 - Sept. 2017

Career Technology Electrical Workshop | Brooklyn, N.Y.

Responsibilities included **strategizing** blueprint sketches demonstrating electrical circuits. **Observed** and **familiarized** basic electric national codes and controls. **Constructed** general electrical circuits using hands on wiring, splicing, and circuit breakers to power simple motor controls and other mechanical control systems. **Re-engineered** conduit bending techniques providing proper installation for wiring and other mechanical systems.

## EDUCATION

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City College Of New York | Bachelor of Arts in Psychology

Aug. 2016 - June 2020

• New York, N.Y.

**Leadership and Professional Development:** *Activity Specialist*, Harlem Link Charter School (Aug. 2021 - Sep. 2021) - Harlem, N.Y.

## SKILLS

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Lesson Plan Management | Strategy | Planning | MS Office 365 | Project Management | Project Tracking | Risk Management | Zoom | Google Suite | Event, Seminar and Meetings Coordination | Remote Work | Performance Assessments | Marketing | Presentations | Strategic Planning | Client Relationship Management | MS Project | Budgeting | Business Development & Operations | Customer Relations | Qualitative and Quantitative Data Analysis | Media Planning | Innovative Design