***Akira Ilana Templeton***

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**objective**

To pursue a position where I can apply my knowledge, skills and abilities in Business Administration and/or Human Resource Management

**Education**

***August 2009 to December 2010 Anderson School of Management Albuquerque, NM***

*Concentration: Human Resource Management and Organizational Behavior*

Graduated with MBA in December 2010/Cumulative GPA of 3.86

***August 2005 to August 2009 University of New Mexico Albuquerque, NM***

*Major: Sociology*

*Minor: Business Administration*

Graduated with BA in August 2009/Cumulative GPA of 3.98

**Work experience**

***January 2009 to March 2012 Albuquerque Bar Association, non-profit Albuquerque, NM***

*Assistant Director (promoted from Legal Intake Specialist and Executive Assistant)*

* + - * + Directing membership recruitment/renewals (15.5% increase), membership services and record keeping
        + Organizing and executing monthly luncheons, continuing legal education programs and special events
        + Reviewing/updating employee job descriptions, designing staff training manual and cross-training
        + Coordinating the lawyer referral service program, policy implementation , client intake and scheduling

**August 2009 to July 2010** ***Agora Crisis Center, non-profit Albuquerque, NM***

*Human Resources Intern*

* + - * + Compiling and structuring data in order to enhance performance goals (30% improvement)
        + Tracking total phone staff hours, including shift coverage, scheduled shifts and missed shifts
        + Distributing outreach materials

***July 2008 to January 2009 Flying Star Cafe Albuquerque, NM***

*Counter Server*

* Servicing food, dessert and alcohol orders
* Coordinating banquets, parties and other reserved events

***January 2008 to July 2008 UNM Foundation and Development Albuquerque, NM***

*Data Entry Specialist*

* Maintaining a university-wide donor database

***August 2005 to January 2008 UNM Foundation and Development Albuquerque, NM***

*File Clerk/Receptionist*

* + - * + Maintaining and improving a file system designed to manage small and large gift donations
        + Answering/transferring phone calls

**SKILLS**

*Computer Experience*: Microsoft Outlook, Word, Excel (advanced), PowerPoint, Publisher, E-mail Marketing/Constant Contact, Website Content Management, Database Management, Social Media

*Communication Skills*: Spanish proficient (reading, speaking and writing), Public Speaking

*Interpersonal Skills*: Customer Service, Mediation, Problem Solving, Crisis Management, Suicide Prevention

**ACTIVITIES**

Presentations for an Introduction to Sociology course at Brookline College in Albuquerque, NM:

* “Race, Ethnicity and Socioeconomic Status” – February 2012
* “How does music play a role in race and ethnic relations today?” – March 2012

Freelance business consulting

Various volunteer activities

**REFERENCES**

Available upon request