**Kiara S. Dent**

16438 NE Klickitat St. Portland, OR 97230 kiara@uoregon.edu 503.348.5449

**EDUCATION**: Bachelor of Arts, University of Oregon, Eugene, OR June 2012

Majors: SociologyMinor: Spanish

Instituto Tecnológico de Querétaro, Querétaro 2010

 Five week study abroad program where I studied language, composition and Mexican civilization

**WORK EXPERIENCE**:

Center of Multicultural Academic Excellence, University of Oregon, Eugene, OR 9/09 to 6/12

**Office Assistant**

 Maintained order in office by keeping it tidy and clean

 Assisted students in scheduling academic appointments with advisors

 Answered the phones as well as questions students and their parents may have regarding the resources available in this office

 Supported advisors in projects that they may have needed assistance with

Charlotte Russe, Portland, OR (Lloyd Center)

**Sales Associate**

Warmly welcomed customers as they entered the store

Restocked and organize shelves throughout the store

Assisted patrons in the fitting rooms when needed

Self Enhancement, Inc., Portland, OR 6/09 to 7/09

**Summer Coach/TA**

Assisted with middle school language arts during the morning

Participated and conducted recreational activities in the afternoon

Managed the points students earned throughout the duration of the summer which determined if they went on the end of the summer trip

Supervised a group of 18 middle school students

Self Enhancement, Inc., Portland, OR 6/08 to 8/08

**Summer Coach/TA**

Assisted middle school students with academics in the morning

Participated and conducted in recreational activities

Managed the points students earned throughout the summer which determined if they went on the end of summer trip

Supervised a group of 18 middle school students

**LEADERSHIP EXPERIENCE:**

Reach for Success, Center of Multicultural Academic Excellence, Eugene, OR 4/21/12

**Group Captain/Event Planner**

 Verified attendance with middle schools to see who all was attending the event

 Supervised a group of middle school students as we toured around campus

 Registered students at the day of the event

 Recommended outreaching to middle schools in the Portland area that had never been to the event

 Managed a team of my peers to assist me with the supervision of the middle school students

Black Women of Achievement, University of Oregon, Eugene, OR January 2011- June 2012

**Co-Director/Internal Co-Director**

 Managed internal issues on staff

 Facilitated staff meetings

 Established a staff agenda for staff meetings

 Assigned staff with certain tasks and followed up to check their progress

Black Women of Achievement, University of Oregon, Eugene, OR February 2010-January 2011

**Secretary**

 Obtained record of staff notes from staff meeting as well as minutes and agendas

 Delivered emails to staff and general members about meetings and events coming up

 Sent out notes from staff meetings once the meeting was adjourned.

 Filed paper work