

Kweta Henry

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EDUCATION

University of Massachusetts - Boston MA in Conflict Resolution GPA: 3.91 out of 4.0 Honors: 2015 – 2017 Graduate Assistantship Don Paulson Award for Service to the Conflict Resolution Field	August 2017 Boston, MA	Fairfield University BA in Psychology, <i>Minor:</i> Philosophy GPA: 3.45 out of 4.0 Honors: Dean's List in 2009, 2011-2013 Christopher B. Love Student Achievement Award	May 2013 Fairfield, CT
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PROFESSIONAL EXPERIENCE

The Boston Consulting Group, Primary Client via Beacon Hill Staffing Group Executive Assistant <ul style="list-style-type: none">Coordinates calendars, global travel arrangements and expenses for Senior Managers of the Legal and Risk FunctionManages billing and accounts payable processes for the Legal function and for the legal component of the global annual financial auditEditor of monthly Legal team newsletter and peer edits visual presentation materials for global presentationsSupports senior leadership with interview coordination and onboarding for Legal and Risk new hires	July 2017 - Present Boston, MA
Massachusetts Institute of Technology Conflict Management Graduate Intern <ul style="list-style-type: none">Collaborated on design and restructuring of conflict management training modules and evaluation methods with supervisors and co-internServed as teaching assistant in 40-hour conflict management trainings, which includes attending all classes, preparing materials before and after each class, and hosting office hours to help further train participantsProvided content and logistical support to all training participants, outside presenters and coaches, and alumni	September 2016 – May 2017 Cambridge, MA
SharkNinja LLC., Primary Client via Beacon Hill Staffing Group Executive Assistant <ul style="list-style-type: none">Managed the calendars of the two Senior Vice Presidents of Engineering and coordinated meetings, conferences, teleconferences, and travelProduced reports and presentations by collecting and analyzing information provided by engineering teamProcessed expense reports, coordinated finances and assisted with budget preparations	January 2016 – April 2016 Newton, MA
MIT Microsystems Technology Lab, Primary Client via Beacon Hill Staffing Group Administrative Assistant II <ul style="list-style-type: none">Monitored, reviewed and assisted in auditing budgets and monthly account statements for two Principal Investigator (PIs)Organized domestic and international travel via Concur and completed expense reports in a timely mannerAssisted with key and lab access requests, lab equipment purchases, desktop setup and established new accounts for PI graduate studentsRedesigned, streamlined and maintained web content for PI's Medical Electronic Device Realization Center website	September – November 2015 Cambridge, MA
The Boston Consulting Group, Primary Client: Bridgewater Associates, LLC Team Administrator <ul style="list-style-type: none">Trained 10+ new employees in admin responsibilities over 2 years, specializing in organization and prioritizationServed as an informal coach and mediator between admin team and management, addressing team dissatisfaction and organizational conflictManaged calendars, domestic travel and expense reports for senior associates and coordinated complex conference calls and workshopsDesigned and implemented a conference line system that increased security, capacity and scalability of confidential department meetings	August 2013 – August 2015 Westport, CT

LEADERSHIP EXPERIENCE

The Beacon2Beacon Network, University of Massachusetts Boston Principal Investigator (Master's Project) <ul style="list-style-type: none">Designed a conflict management peer support program for UMass Boston and continues to collaborate with administrators to implementAssessed graduate student conflict experiences through semi-structured interviews and an online survey developed for the studyPiloted successful workshop on how to have political conversations in amidst polarization and facilitated dialogue among participants	September 2016 – August 2017 Boston, MA
UMOJA, Fairfield University Treasurer <ul style="list-style-type: none">Served as member of the Executive Committee (EC) and facilitated weekly group dialogues and meetingsManaged and tracked budget through handling receipts and disbursing funds for meetings, discussions and key annual eventsPrepared and presented financial reports to the Council of Student Organizations and recommended modifications as needed	September 2012 – May 2013 Fairfield, CT
Fairfield Debate Society, Fairfield University Publicist <ul style="list-style-type: none">Served as a member of the EC and Coordinated lectures and field trips for development, community building and recruitmentIncreased group membership and attendance by 40% over three semesters	February 2012 – May 2013 Fairfield, CT