**Kweta Henry  
Email:** [KwetaHenry@gmail.com](mailto:KwetaHenry@gmail.com) • **Mobile:** (203) 522-8022

**Fairfield University May 2013**

BA inPsychology, *Minor*: Philosophy Fairfield, CT

**GPA:**  3.45 out of 4.0

**Honors:** Dean’s List in 2009, 2011-2013  
 Christopher B. Love Student Achievement Award

**University of Massachusetts - Boston   August 2017**

MA in Conflict Resolution  Boston, MA  
**GPA:** 3.91 out of 4.0  
**Honors:** 2015 – 2017 Graduate Assistantship  
 Don Paulson Award for Service to the Conflict Resolution Field

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| **PROFESSIONAL EXPERIENCE** |

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| **EDUCATION** |

**The Boston Consulting Group**, *Primary Client via Beacon Hill Staffing Group***July 2017 - Present**

Executive Assistant  Boston, MA

* Coordinates calendars, global travel arrangements and expenses for Senior Managers of the Legal and Risk Function
* Manages billing and accounts payable processes for the Legal function and for the legal component of the global annual financial audit
* Editor of monthly Legal team newsletter and peer edits visual presentation materials for global presentations
* Supports senior leadership with interview coordination and onboarding for Legal and Risk new hires

**Massachusetts Institute of Technology September 2016 – May 2017**

Conflict Management Graduate Intern Cambridge, MA

* Collaborated on design and restructuring of conflict management training modules and evaluation methods with supervisors and co-intern
* Served 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 participants
* Provided content and logistical support to all training participants, outside presenters and coaches, and alumni

**SharkNinja LLC.,** *Primary Client via Beacon Hill Staffing Group*          **January 2016 – April 2016**

Executive Assistant Newton, MA

* Managed the calendars of the two Senior Vice Presidents of Engineering and coordinated meetings, conferences, teleconferences, and travel
* Produced reports and presentations by collecting and analyzing information provided by engineering team
* Processed expense reports, coordinated finances and assisted with budget preparations

**MIT Microsystems Technology Lab*,*** *Primary Client via Beacon Hill Staffing Group* **September – November 2015**

Administrative Assistant IICambridge, MA

* 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 manner
* Assisted with key and lab access requests, lab equipment purchases, desktop setup and established new accounts for PI graduate students
* Redesigned, streamlined and maintained web content for PI’s Medical Electronic Device Realization Center website

**The Boston Consulting Group,** *Primary Client: Bridgewater Associates, LLC*             **August 2013 – August 2015**

Team AdministratorWestport, CT

* Trained 10+ new employees in admin responsibilities over 2 years, specializing in organization and prioritization
* Served as an informal coach and mediator between admin team and management, addressing team dissatisfaction and organizational conflict
* Managed calendars, domestic travel and expense reports for senior associates and coordinated complex conference calls and workshops
* Designed and implemented a conference line system that increased security, capacity and scalability of confidential department meetings

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| **LEADERSHIP EXPERIENCE** |

**The Beacon2Beacon Network,** *University of Massachusetts Boston* **September 2016 – August 2017**

Principal Investigator (Master’s Project) Boston, MA

* Designed a conflict management peer support program for UMass Boston and continues to collaborate with administrators to implement
* Assessed graduate student conflict experiences through semi-structured interviews and an online survey developed for the study
* Piloted successful workshop on how to have political conversations in amidst polarization and facilitated dialogue among participants

**UMOJA***, Fairfield University*  **September 2012 – May 2013** Treasurer      Fairfield, CT 

* Served as member of the Executive Committee (EC) and facilitated weekly group dialogues and meetings
* Managed and tracked budget through handling receipts and disbursing funds for meetings, discussions and key annual events
* Prepared and presented financial reports to the Council of Student Organizations and recommended modifications as needed

**Fairfield Debate Society***, Fairfield University* **February 2012 – May 2013**

Publicist  Fairfield, CT

* Served as a member of the EC and Coordinated lectures and field trips for development, community building and recruitment
* Increased group membership and attendance by 40% over three semesters