

# MEKHI X. ALLEN

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## PROFESSIONAL SUMMARY

An aspiring scholar with a passion for learning, while increasing my personal development. A leader with strong communication skills and the ability to work with a variety of people. Holds a proven track record for building capacity in the areas of technology, problem-solving, and delivering results. Looking to build and apply working knowledge to assist with innovation and research in Video Game Design, Computer Information Technology, and Cybersecurity while pursuing undergraduate studies.

## COMPETENCIES

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| <ul style="list-style-type: none"><li>• Strategic planning</li><li>• Time management and organization</li><li>• Technical assistance and troubleshooting</li></ul> | <ul style="list-style-type: none"><li>• Data research &amp; collection</li><li>• Accounting and marketing</li><li>• Custom graphics</li><li>• Computer software applications</li></ul> | <ul style="list-style-type: none"><li>• Conflict resolution</li><li>• Strong math, analytical and creative thinking skills</li><li>• Written reports and oral communications</li></ul> |
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## EDUCATION

**Bachelor's Degree (BS) - IT/Cybersecurity**, *(Expected May 2026)*

BOWIE STATE UNIVERSITY, Bowie, Maryland

**Associates Degree (AAS) - IT/Cybersecurity**, *(Continuing Credits towards Undergraduate Degree)*

PRINCE GEORGE'S COMMUNITY COLLEGE (DUAL-ENROLLMENT), Largo, Maryland

**High School Diploma - 3D Scholar Program, Principal's Honor Roll, June 2023**

Charles Herbert Flowers High School, Springdale, Maryland

## PROFESSIONAL EXPERIENCE

### Bowie State University

**The Office of Residence Life (ORL), 14000 Jericho Park Rd, Bowie, MD 20715**

#### RESIDENCE HALLS

**Resident Assistant**, Kennard Hall

01/13/25 - Present

Hours per week: 20-30

Supervisor: Anthony Logan (May be contacted)

Contact Number: 301-860-5000

- Facilitates community development and a sense of belonging through events and campus activities.
- Provides a safe environment to encourage residents' intellectual engagement and self-discovery.
- Enforces college policies and ORL regulations, document violations, responds and reports emergencies and safety concerns to appropriate personnel.
- Supports students' academic and personal growth by serving as a resource, role model, and counselor.

### M-NCPPC, Department of Parks and Recreation

**PG SOUTHERN AREA AQUATICS AND RECREATION COMPLEX (SAARC), Brandywine, MD**

#### AQUATICS

**Lifeguard/Instructor's Aide**, Prince George's County SAARC

06/20/21 - Present

Hours per week: 30

Supervisor: Lawrence Tyler/Carol Braswell (May be contacted)

Contact Number: 301-782-1457

- Serves as a certified American Red Cross Lifeguard to rescue swimmers in danger, provide first aid and instructions to assist with swim participants.
- Explains and enforces rules, regulations, and policies to monitor designated areas, recognize signs of danger, and ensure the safety of patrons.
- Oversees the safety of the pool patrons, responds to emergencies and manages responsibilities to ensure proper coverage and assisting with day-to-day orderly facility maintenance, routines, records/reports, and enforcing facility rules, while providing excellent customer service.

## **AMERICAN ASSOCIATION OF COLLEGES & UNIVERSITIES**

**1818 R Street NW, Washington, DC 20009**

### **AAC & U NATIONAL CONFERENCE**

#### **Student Technician, Bowie State University**

11/7/24 - 11/9/24

Supervisor: Charles L. Ramey II, Ph.D.

Contact Number: 202-888-2842

- Coordinating with conference organizers on technical requirements and room setups,
- Responsible for knowing the conference schedule and speaker needs for attendee inquiries,
- Proposing solutions for future events and networking with student technicians and attendees
- Demonstrating interpersonal communication skills to interact with presenters and attendees
- Directing attendees to presentation locations, facilitating attendance and head count

## **BOWIE STATE UNIVERSITY**

**14000 Jericho Park Rd, Bowie, MD 20715**

### **2024 BULLDOG SCHOLARS ACADEMY INTERNSHIP**

#### **Supplemental Tutor, Computer Tech (CTEC114)**

05/17/24 - 08/15/24

Hours per week: 40

Supervisor: Quentin Braswell

Contact Number: 301-860-4000

- Supported incoming freshmen transition into college, build community, become familiar with the campus, and earn academic credits.
- Planned, drafted, and prepared graphic designs and promotional media for the BSU BSA.
- Independently organized class materials and provided instruction for computer technology.
- Served as a mentor and supervisor for incoming students and liaison with the senior course advisor.
- Independently installed, upgraded, booted, and configured computer hardware and software.
- Proactively researched solutions to troubleshoot problems and document processes.
- Communicated and collaborated with staff, volunteers, and interns to develop leadership skills, team building, and mentorship.

## **CAPITAL CHRISTIAN FELLOWSHIP**

**10411 Greenbelt Road, Lanham, MD 20706**

### **2022 CCF SUMMER INTERNSHIP**

#### **Summer Youth Intern, Outreach Ministry/Media Team**

06/30/22 - 09/01/22

Hours per week: 20

Supervisor: Akeia Rossiter (May be contacted)

Contact Number: 301-262-7008

- Planned, drafted and prepared graphic designs and promotional media for the church director.
- Independently organized inventory and prepared packages for distribution with the food pantry.
- Served as a member of the media production team to livestream, manage technology, and create content for social media campaigns.
- Calculated and prepared weekly timesheets.
- Collaborated with volunteers and interns to develop leadership skills, team building, budget, and raise funds for the church and community support.

**PRINCE GEORGE'S COUNTY GOVERNMENT**  
**1301 McCormick Drive, Upper Marlboro, MD 20774**

**SUMMER YOUTH ENRICHMENT PROGRAM (SYEP)**

**Summer Youth Intern (Virtual Position),** *NEED-ESP*

06/30/19 - 08/10/20

**Homeland Security Summer Capstone Intern,** BSU

Hours per week: 10 - 24

Salary: \$9.80/hourly

Supervisor: Wendi Moss (May be contacted)

Contact Number: 301-883-6200

- Participated in the virtual internship program for the National Energy Education Development (NEED), Energizing Student Potential Program (ESP) with the Biomass research group as an Energy Expert working with fellow interns to extract legal references in legislation, policy and computer-data.
- Independently summarized information, studied energy, the facts of light, created a parallel circuit, created an electrical line worker profile, and explored opportunities in the STEM field.
- Organized, collected, and coordinated research for policies and case studies designed by collaborative partner teams from Bowie State University and National Institutes of Health (NIH).
- Collaborated with participants on a virtual platform to innovate through a variety of subjects and activities, programs and operations to problem-solve and develop presentations to a variety of audiences using Design Thinking Methodology to develop key problem and critical thinking skills.

<b>JOB RELATED TRAINING COURSES &amp; AWARDS</b>
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| <ul style="list-style-type: none"><li>• 2024 American Association of Colleges &amp; Universities Student Technician Internship</li><li>• 2024 Bulldog Scholars Academy Internship</li><li>• 2023 13th Man Summer Mentoring Program</li><li>• 2023 Pepco Guiding Light Leadership Program</li><li>• 2022 - 2023 PGCC National Society of Leadership and Success Member (PGCC Chapter)</li><li>• 2022 - 2023 Student Government Association</li><li>• 2022 - 2023 Manhood 101 Mentoring</li></ul> | <ul style="list-style-type: none"><li>• 2022 Omega Psi Phi Fraternity Inc. Scholarship</li><li>• 2019 - 2023 Principal's and A/B Honor Roll</li><li>• American Red Cross CPR/First Aid Certification</li><li>• American Red Cross Lifeguard Certification</li><li>• 2019 - 2020 Summer Youth Enrichment Program SYEP</li><li>• 2019 TEEN Community Emergency Response Member</li><li>• 2016 President's Education Award</li></ul> |
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<b>COMPUTER SKILLS</b>
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- Microsoft Office Suite, G Suite, Spreadsheets/Excel, Windows, Mac OS X, Web page layout, development, and design, Custom graphics and presentations, Computer software imaging and applications, Experience with MIT App Inventor, Programming with Java, HTML, and Python and networking Cisco Netacad, Electronic Document Management System (EDMS), Typing 60 wpm

References available upon request.