

Le'Shanda Miller
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Objective

To utilize my communication, leadership, computer and administrative skills at a competitive organization.

Experience

- The New York Academy of Sciences
Intern with the Summer STEM Mentoring Program Manhattan, NY
July 2014-August 2014
- Worked as a liaison between summer camp sites around NYC and the program manager.
 - Assisted mentors with lessons during site visits.
 - Used an evaluation form to assess the mentor's progress.
 - Created a list of 25 tips for incoming mentors.

- School of Education, SUNY Geneseo
Secretary Geneseo, NY
July 2012- August 2012
- Clerical duties such as faxing, answered phones, and made copies.
 - Organized student files of applications and medical records for summer camp.
 - Entered confidential student information including grades, into database.

- Red Hook Initiative
NYC Digital Waves Youth Media Festival Producer Brooklyn, NY
July 2011- August 2011
- Collected information from youth radio programs all over New York City.
 - Clerical duties such as faxing, answered phones and made copies.
 - Put together a short informational radio piece.
 - Managed a budget.

- Red Hook Initiative
NYC Youth Radio Conference Producer Brooklyn, NY
July 2009- August 2009
- Collected information from youth radio programs all over New York City.
 - Put together and hosted a four hour conference.
 - Peer Mentor.
 - Clerical duties such as faxing, answered phones and made copies.

Education

State University of New York, at Geneseo
B.A. Psychology; Minor: Biology
Graduated- December 2014

Technical Skills

Proficient in Microsoft Word, PowerPoint, Excel, Access, Self-Motivated, Team player, Organization, and time management