

# Nia A. Beckett

921 Hillside Avenue, Plainfield, NJ 07060

Email: [nbeckett9@gmail.com](mailto:nbeckett9@gmail.com) \* Phone: 908-227-9785

## Career Objective:

To obtain a challenging position in an organization that will nurture my professional aspirations and appreciate my dedication, work ethic and desire to assist in the growth and development of the company.

## Education

Loyola University Maryland Baltimore, MD Graduation: May 2014  
Bachelor of Business Administration - International Business

French Institute Alliance Française (FIAF) New York, NY 06/2014 - Present  
Immersed into learning to use the French language flexibly and effectively for social and professional purposes

## Work Experience

**Black Frame Corporation** New York, NY 10/2014 -Present  
**Public Relations Intern**

- Prepare media clips for featured clients
- Photo shop magazine features/magazines
- Perform general office duties

**Allen Harvey CPA** New York, NY 06/2014 – 10/2014  
**Summer Intern**

- Organized income tax returns and prepare them for mailing to the IRS and clients
- Reconciled customer bank statements and research and resolve discrepancies

**The New York State Commission on Judicial Conduct,** New York, NY 2012 & 2013  
**Summer Intern**

- Prepared reports summarizing complaints of judicial and/or professional misconduct
- Worked closely with legal mentors and investigators to gather information in each case
- Electronically organized, titled, and filed the complaints on the Commission's upcoming agenda
- Corrected case discrepancies located in the Commission's network files
- Collaborated with other interns about cases and other weekly assignments

## Community Service

**Center for Community Service and Justice** Baltimore, MD 09/2013 - 12/2013  
**Refugee Youth Program Volunteer**  
Provided homework assistance to African and Asian students in the Baltimore school system

**St. Ambrose School** Baltimore, MD Spring 2011  
**After School Program Volunteer**

- Mentored first and second grade inner city students
- Tutored reading and comprehension and provided homework assistance

## Extra-Curricular Activities

**Loyola University Maryland** Baltimore, MD  
STAND (Anti- Genocide Organization) Member  
African American, Latino, Asian and Native American (ALANA) Services Mentoring Program Member  
Caribbean Students' Union Member  
Black Students' Association Member  
• Co-Director of the 2014 Fashion Show 03/2014  
• Coordinate Community Service events 09/2011- 05/2012

## Skills

- Proficient in Excel, PowerPoint, Word, Adobe Professional, Access

- Strong interpersonal & communication skills
- High level of professionalism

Relevant Course Work:

Global Strategy, Business Policy, Social Entrepreneurship, Accounting, International Finance, Marketing, Business Law, Economics, Communications

.