**Nia A. Beckett**

921 Hillside Avenue, Plainfield, NJ 07060

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*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, NY10/2014 -Present

**Public Relations Intern**

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

**Allen Harvey CPA** New York, NY06/2014 – 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

**Summer Intern**2012 & 2013

* 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

**Refugee Youth Program Volunteer** 09/2013 - 12/2013

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 events09/2011- 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

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