

JA'NIYAH C. ALLEN

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<u>EDUCATION</u>	Florida Agricultural & Mechanical University – Tallahassee, FL Bachelor of Science Major: Mathematical Science	December 2023
<u>SKILLS</u>	<ul style="list-style-type: none">C++ ProgrammingMATLABPythonSQLDatabase managementAtlassian: Confluence, JiraMicrosoft Office: Excel, Word, PowerPoint	
<u>EXPERIENCE</u>	<p>Wells Fargo – Charlotte, NC June 2023 - August 2023 <i>Data & Analytics Intern</i></p> <ul style="list-style-type: none">Successfully redeveloped CEDA's Voice of Customer Journey (VOCJ) Confluence Resource Site to efficiently store VOCJ artifacts and documentation, ensuring easy access for end users and VOCAL team.Collaborated closely with the VOCAL team to gather requirements and understand the needs of end users, resulting in a tailored and user-friendly platform.Showcased effective communication skills by presenting the revamped Confluence site to stakeholders, highlighting its improved functionality and usability. <p>Florida A&M University College of Science and Technology – Tallahassee, FL October 2022 – May 2023 <i>Office Assistant</i></p> <ul style="list-style-type: none">Completed a range of administrative functions such as call handling, addressing student inquiries and managing various office files and records. <p>Automated Health Systems – Tallahassee, FL August 2021 – May 2023 <i>Lead Choice Counselor/ Resource Desk Specialist</i></p> <ul style="list-style-type: none">Ensured optimal productivity in providing outreach, education, enrollment activities and customer service to potential and current enrollees.Responsible for assignment of work among agents and monitoring day-to-day activities, ensure continuous improvement in productivity and agent performance to maintain a team daily adherence of 90%. <p>AECOM – NASA Kennedy Space Center, FL May 2019- August 2019 <i>Planning/Facility Condition Assessment (FCA) Engineering Support Intern</i></p> <ul style="list-style-type: none">Assisted in reviewing and extracting condition reports and developing trending scenarios related to various assets.Detailed MAXIMO asset management and VERTEX engineering asset management system data entry related to the completion of facility condition assessments.	
<u>PROJECTS</u>	<p>Florida A&M University, Department of Mathematics May 2023 – August 2023</p> <ul style="list-style-type: none">Undergraduate Rattler Research Student<ul style="list-style-type: none">Successfully established the mathematical foundation by ensuring the existence and uniqueness of the solution, for the long-term goal to propose a new method to approximate the Susceptible-Infectives-Recovered (SIR) model.Employed LaTeX for precise project preparation, ensuring clear and professional documentation for research findings. <p>AECOM May 2019 – August 2019</p> <ul style="list-style-type: none">Facility condition assessments and Data compilation and integration<ul style="list-style-type: none">Assisted with establishing and coordinating parameters to develop 5 – 10-year scenario reports and extract FCA data for MAXIMO for use in developing program efforts.Completed field assessments for 2,000 assets and migrated information into MAXIMO to facilitate	
<u>LEADERSHIP</u>	<p>FAMU-FSU College of Engineering- Tallahassee, FL</p> <ul style="list-style-type: none">Let's Start Here Leadership Committee August 2020 – May 2021<ul style="list-style-type: none">Strategized and implemented methods on sustaining a diverse, racial and gender equitable, inclusive environment at the FAMU-FSU College of Engineering.Student Engineering Leadership Board – Student Needs Committee Co-Chair August 2019 – May 2021<ul style="list-style-type: none">Collaborated with FAMU-FSU College of Engineering leadership in decision making and implementation of goals, projects and initiatives providing a student-centered perspective. <p>Theta Tau Professional Engineering Fraternity- Tallahassee, FL</p> <ul style="list-style-type: none">Vice Regent January 2019 – May 2019<ul style="list-style-type: none">Managed 23-chapter positions while creating and organizing the chapter's internal activities and events focusing on recruiting while maintaining the integrity of the organizations order.	
<u>AFFILIATIONS</u>	<ul style="list-style-type: none">Phi Delta chapter of Theta Tau Professional Engineering FraternityFAMU-FSU chapter of the National Society of Black Engineers	