**Yeukai Imeh,**

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Well-rounded, flexible, dedicated leader

**PROFILE SUMMARY**

Self-motivated individual with strong presentation and communication skills and an ability to interact across leadership levels. Very proficient in analysis and problem-solving while handling multiple assignments and responsibilities concurrently. Strategic thinker with the ability to be creative and flexible to achieve desired results. Experience in organizing and coordinating large events and projects acting as a liaison with service. Ability to work effectively both independently and in a team. Fluent in Shona and some French. **Proficient on both PC and Macintosh computers. Experience with MS word, Excel, Access, PowerPoint, Publisher Minitab, Outlook, Maple and C++.**

**EDUCATION**

*Pace University*, New York City, New York

**Master of Education, August 2010 GPA 3.76**

*Southern Connecticut State University*, New Haven, Connecticut

**Master of Business Administration, December 2006 GPA 3.6**

**Bachelor of Arts, May 2004**

**Major:** Biology (concentration in chemistry), **Minors:** Mathematics and Business Administration

**EXPERIENCE**

**Teacher**

* Responsible for the academic performance of students by providing math and reading-based instruction
* Planned and delivered lessons for each session, in alignment with student learning plans
* Identified, selected, and modified instructional resources to meet the needs of students
* Made accommodations for varying backgrounds, learning styles, and special needs
* Responsible for the development and implementation of high school and middle school math curriculum
* Implemented creative units centered on real-world situations
* Provided clear and consistent instruction to keep class focused and on-task
* Liased with teachers and administration to resolve ongoing behavioral issues of students by implementing modification strategies
* Created and administered frequent assessments to track student progress

**Recruitment Coordinator**

* Developed and implemented initiatives to broaden subject recruitment for clinical trials
* Partnered with research investigators to foster relationships with referring physicians
* Worked with Director of Regulatory and Compliance to create and update company SOPs
* Developed and implement a variety of initiatives to broaden subject recruitment efforts, including informational mailings, management of media advertising, and distribution of posters and flyers
* Worked closely with the regulatory affairs staff to ensure appropriate regulatory approval for advertisements
* Worked with data manager to ensure security and integrity of all recruitment databases
* Provided research staff with regular updates on recruitment activities and performance including a summary of the tracking and progress of specific mailings and campaigns

**Project and Event Management**

* Developed and initiated fundraising and outreach activities that led to organization receiving the University’s prestigious Service Award in 2003
* Planned events and arranged for guest speakers
* Designed, created and distributed flyers to promote events resulting in over 100 students attending
* Established and maintained external networks and a database for weekly speakers
* Organized and coordinated in and out of state trips for over fifty students
* Coordinated all payment transfers from students and University to external service organizations
* Acted as a liaison for transportation and financial arrangements
* Coordinated housing and room selection for week long events

**Marketing and Advertising**

* Initiated the creation of weekly visual advertising boards by designing and illustrating characters in the seafood department at Big Y Monroe
* Designed marketing material for Graduate School Open House for the School Health Education Department
* Created monthly publicity and awareness boards in the School Health Education Department
* Created visual motivation bulletin boards for United Cheerleaders Association, Slamma Jamma NBA basketball camps and Special Olympics events

**Administration/ Office Administration**

* Assisted professors with the preparation of lecture materials such as power point presentations and conducting research
* Provided general office assistance to an architecture firm of twenty partners
* Assisted in the creation of a new electronic archival database for years of work for an architectural firm

**EMPLOYMENT HISTORY**

K-6 Extended Day Teacher GlobalPartnership Schools, MA (11/11-04/12)

7-12 Math teacher Department of Education, CT (11/10-11/11)

7-12 Math teacher Department of Education, NYC (08/08-11/10)

Administrative Support Office Team, New Haven, CT (01/07-06/08)

Administrative Assistant Svigals and Partners, New Haven, CT (01/04 -06/04)

Student Assistant School Health Education, SCSU, New Haven, CT (01/03 - 05/04)

Conference Assistant Residence Life, SCSU, New Haven, CT (05/00 -00/04)

Math Tutor Disability Resource Office, SCSU, New Haven, CT (01/00 - 02/05)

Seafood Clerk Big Y, Monroe, CT (06/99 - 05/00)

**VOLUNTEER ACTIVITIES**

Owner/Artist Prints for Orphans, New Haven, CT (09/06-Present)

Treasurer Campus Crusade for Christ, New Haven Connecticut (09/00 -05/04)

Conference Assistant Summer Special Olympics (summer 2000 – Summer 2003)