**SUSAN A. OWINO**

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**OBJECTIVE**

Career in Business Administration

**EDUCATION**

Western Connecticut State University, Danbury, CT

Bachelor of Business Administration in Management (Small Business Entrepreneurship) May 2012

Minor: Economics

GPA: 3.38

**Related Course Work:** Developed assignment for university marketing class on how marketing companies can use twitter to market their products to their consumers. Taken 6 extra credits in Finance. Wrote a proposal to change the entrepreneurship curriculum at WCSU.

**Academic Awards & Honors:** Dean’s List**,** Sodexho Scholarship**,** Macricostas Family Scholarship Endowment, Hancock Student Leadership Book Scholarship, National Who’s Who among students award

**WORK EXPERIENCE**

**Save A Suit, *Marketing/Administrative Intern,*** 2012

• Design promotional graphics for organization website  
• Maintain and update company website and social media site  
• Execute promotional marketing of events through social media and participate in benefit events  
• Process tax receipts for donors  
•Project management and implementation  
•Office management

**University Computing**, ***Computer Center Assistant***, 2011 - 2012

* Provide support in computer accounts and basic computer and program use to students, faculty, and staff in the computer centers.
* Monitor and maintain the centers, 24-hour labs, and technology classrooms on campus.
* Inform students of available technology resources at WestConn.
* Resolve student and customer complaints regarding technology issues effectively and efficiently.
* Recognized by supervisors as being efficient and detail-oriented.

**Division of Student Affairs, *Orientation Leader***, Summer 2011-2012

* Served as new student orientation facilitator and group leader to incoming WCSU students and parents.
* Stage managed play demonstrating typical situations college students might encounter.

**AccessAbility Services,** ***Note Taker***, 2009 to 2010

* Provided note taking services for learning disabled students.

**Ancell School of Business Dean’s Office*, Office Assistant***, 2008-2009

* Provided administrative support.

**CAMPUS EXPERIENCE AND VOLUNTEER WORK**

**IMPACT (International Promise to Advance the Community) Club**, ***President***, 2011 -2012

* Organize various recreational activities both off and on campus.
* Organize the annual multicultural event.
* Choreograph cultural dances for annual multicultural event.
* Supervise youth recreational activities.

**Office of International Services,** 2009- 2012

* Served as international student orientation facilitator.
* Teach African curriculum at elementary school.
* Volunteered to teach international marketing class on different marketing strategies to African consumers.

**Hancock Student Leadership Program, *Participant,*** 2010 - 2011

* Nominated, selected, and completed 2010-2011 Hancock Student Leadership Program.
* Participated in four day Leadership Training program.
* Created 40- hour Applied Leadership Project entitled “Continuing Education for Young Moms”, and Leadership Portfolio.
* Recipient of Certificate of Achievement and Recognition.

**Christ Community Church,** 2011- present

* Perform bookkeeping at local church.
* Organize monthly luncheon.

**SKILLS**

* Speak, read, and write Swahili and French fluently.
* Excellent Microsoft Word, Excel, PowerPoint, basic Access
* Certified in Rape Aggression Defense system
* Computer programming and Web production.