# Adna Capucine Mabika

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### Summary of Qualifications

* Master’s Degree in Business Administration concentration in Human Resources
* Experience regarding payroll, employee relations, and training
* Leadership skills as Team Leader and Manager
* Strong computer knowledge in Microsoft Word, Excel, PowerPoint, Access, Outlook
* Strong customer service, interpersonal and organizational skills
* Multilingual: French, English, Spanish
* Accountable, dependable, detail-oriented, fast-learner, self-starter, meet deadlines

### Education

**Liberty University, Lynchburg, VA** 2011, December

* Masters in Business Administration Overall GPA: 3.51
* Bachelor of Science in Sports Management 2008, May

**TASIS (The American School in Switzerland)** 2004, May

* High School Diploma

### Work Experience

Liberty University-Community Service Department (CSER) Lynchburg, VA

**Assistant Coordinator**  2009-2011

* Coordinated various special projects
* Established and maintained relationships with other organizations to meet community needs
* Evaluated the work of staff and volunteers to ensure effectiveness of resource
* Spoke to community groups to explain and interpret the agency purposes, programs, and policies
* Designed the Community Service Department Website
* Served as a liaison between the CSER Department and other organizations

The American School in Switzerland (TASIS) Lugano, Switzerland

**Counselor**  Summer**:** 2010, 2011

* Facilitated international school children adjustment to the campus life
* Prepared and coordinated campus events
* Managed and supervised sports and leisure activities
* Conducted and chaperoned trips abroad
* Taught and tutored French lessons to international school children

Puma North America Retail Store, Leesburg, VA

**Manager** 2008-2009

* Recruited, interviewed, and trained employees
* Processed payroll for 25 employees bi-weekly
* Answered employee questions regarding payroll
* Managed and supervised daily activities of Puma staff
* Completed operational requirements by allocating assignments to the 25 employees
* Improved store staff job results by coaching, counseling and evaluated employees
* Computed and reported on daily financial income
* Enforced safety and security measures for the company’s merchandise

**Accomplishments and Awards**

* Internship: United Nations, Arusha, Tanzania
* Awards: Outstanding Female Athlete of the Year 2004
* Nominated for the 16th Annual Achievement Award for Community Service
* 4 consecutive MVP Awards for the Women Varsity Basketball Team of TASIS 2000-2004