**Felecia Abdulla**

Orlando, FL • Mobile: (321) 315-7572 • [feleciaab6@gmail.com](mailto:feleciaab6@gmail.com)

**EXECUTIVE SUMMARY**

Accomplished integrated business student at the University of Central Florida with experience in managing and consulting. Success in executing activities for team to interact with each other and become stronger. Well-versed in conflict resolution, leadership and communication.

**EDUCATION**

**University of Central Florida,** Orlando, FL **Aug 2022**

Bachelor of Science in Business Administration, Integrated Business

Cumulative GPA: 3.1

**Valencia College,** Orlando, FL **May 2020**

Associate in Arts Degree in Business Administration

Cumulative GPA: 3.3

**PROFESSIONAL EXPERIENCE**

**Healing the Children,** Orlando, FL **February 2020 – May 2020***Assistant to Chief Executive Operator (Intern)*

* Assisted Executive Director in planning over 200 clients’ future schedules
* Communicated with various hospitals in regard to company clients.
* Assisted in managing company's transfer from paperwork to online.
* Provided general support to staff during meetings.

**Senior Class Cabinet,** Orlando, FL **August 2017 – May 2018**

*Treasure, Event Planning Committee*

* Coordinated business outreach for fundraisers sales that help lower prices for 5 field trips for 500 students.
* Managed finances and budgeted funds for students’ organizations, events, activities, and clubs.

**LEADERSHIP EXPERIENCE**

**Youth Group,** Orlando, FL **August 2012 – May 2019**

*President, Leader*

* Responsible for coordinating events such as: bake sales, annual dinners, plays, and sports tournaments.
* Represented and oversaw children between the age of 11-18.
* Organized activities such as icebreaker activities, minigames, competitions, and overnight trips to help children engage with one another.

**HONORS**

* Dean’s List **Fall 2018 – Spring 2019**
* President’s List **Summer 2019 – Spring 2020**

**ADDITIONAL INFORMATION**

**Computer Skills:** Microsoft Office, Hootsuite, WordPress

**Certifications:** Business Specialist, Operations and Service