

MICHELLE IKE

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EDUCATION

Stony Brook University, Stony Brook, NY

Master of Arts in Political Science, August 2020 GPA: 3.75/4.00

Stony Brook University, Stony Brook, NY

Bachelor of Arts in Philosophy / Minor in Political Science, August 2019 GPA: 3.86/4.00

- Dean's List
- Philosophy Honors Thesis: Love's Wisdom

PROFESSIONAL EXPERIENCE

The Pillars Assisted Living, Conroe, TX

Executive Assistant, July 2013 – Present

- Performed daily tasks, including answering and routing calls, taking complete and detailed notes, and using organization skills for office administration
- Handled all incoming and outgoing correspondence, addressing various question and concerns in a professional manner and respecting cultural differences

Empowered Winners Organization, Conroe, TX

Board of Directors, January 2019 – December 2020

- Organized nine programs and events for community outreach and volunteer opportunities such as the Free Health Fair Clinic and performance at the Elmcroft of Rivershire Assisted Living Facility
- Managed social media presence and zoom meetings to maintain order and productivity in the group

Undergraduate Student Government—Stony Brook University, Stony Brook, NY

Accounting Clerk & Budget Manager, Student Activities Finance Office of Accounting, June 2018 – August 2018

- Organized status reports of 300+ student organizations, budgets, student clubs, student identifications, fund deposits and requests, and bank statements into a report for student led club activities
- Allocated funds and resources for various club events and social functions using qualitative and quantitative data

Huntsville Intermediate School District, Huntsville, TX

Substitute Teacher, September 2016 – December 2016

- Instructed 20+ students grades 5-6 in both Math and English, while supervising students to ensure appropriate classroom behavior

INTERNATIONAL EXPERIENCE

Study Abroad, Yonsei University, Seoul, South Korea

Study Abroad Student, March – June 2019

- Gained exposure and sensitivity to the customs of Korea during 3-month experience living with a Korean host family, immersing both in the language and culture

Pureun Dream School, Incheon, South Korea

Team Member, May 2019

- Initiated meaningful conversations and instruction with individual students to advance proficiency in the English language

Study Abroad, Conversa Spanish Language School, San José, Costa Rica

Study Abroad Student, May – June 2016

- Collaborated on Spanish advancement projects with peers in classroom and non-English speaking host family
- Interacted with native residents including 20+ kindergarteners at KidsLand daycare to facilitate advancement in reading and writing

ADDITIONAL INFORMATION

Volunteering Activities: Organizer for numerous organizations and job positions, including Political Campaigner, Free Health Fair Clinic, Elmcroft of Rivershire Assisted Living Facility, Dream Center Community Center

Interests: Empowered Winners Organization, Creative Writing, badminton, travelling