

Naijah Simon

050-732-9346 | nms577@nyu.edu | [LinkedIn.com/naijahsimon](https://www.linkedin.com/in/naijahsimon)

EDUCATION

New York University Abu Dhabi

Bachelor of Arts in Social Research & Public Policy, GPA: 3.72

Relevant coursework: Strategic Management, Statistics for Social Sciences

Abu Dhabi, UAE

Expected December 2023

KEY COMPETENCIES

MS Office, Google Suite, Research design and critical analysis, Schedule/calendar management, Customer service and interpersonal communication, Intercultural competence, Event-planning, Managing and working with diverse teams, Business correspondence, Adaptability and initiative.

WORK EXPERIENCE

NYUAD Art Gallery

Student Assistant

Abu Dhabi, UAE

Feb 2023 – Jun 2023

- Managed book and brochure inventory in the Gallery and Reading Room, answered phones, and engaged with patrons to provide an exceptional visitor experience and safeguard the displayed works.

Whitney Museum of American Art

Family Programs Intern

New York, NY, USA

Oct 2021 – Dec 2021

- Researched prominent American artists exhibited in the museum, and instructed museum patrons of all ages in their art-making techniques.
- Engaged with hundreds of patrons weekly.

The Andy Warhol Museum

Learning and Public Engagement Intern

Pittsburgh, PA, USA

Jun 2021 – Jul 2021

- Spearheaded stage one of the Warhol's Community Assessment Project surveys.
- Expanded the list of target organizations by over 80 partners, and oversaw the process of inviting these organizations to complete the survey. Created and mailed thank-you gifts to about 90 partners.
- Met with museum senior leadership to present a framework to integrate the feedback of the Warhol's communities of service in its programming, including a structure for a community advisory board and focus groups.

The Urban Affairs Coalition

Assistant Online Learning Coordinator

Philadelphia, PA, USA

Jul 2020 – Aug 2020

- Designed a series of six professional development seminars geared to engage youth aged 14-18 with appropriate workplace skills and behavior. Hosted three 30-45 minute sessions once a week, with an average of 20 students per session. Assigned and graded presentation comprehension questions for each seminar.
- Created various content for use throughout the program: presentations, voiceovers, training videos, exit ticket surveys, Google Forms, and homework assignments for students.

Eat N' Park Hospitality Group

Server, Hostess, and Trainer

Pittsburgh, PA, USA

Oct 2017 – Aug 2023

- Years of experience in multitasking in a very fast-paced environment, employing problem-solving skills between multiple stakeholders (patrons, coworkers, and management), varied applications of customer service, and training others.

PROJECTS AND LEADERSHIP

Labor and Esteem among Black Women Activists

Jan 2023-Dec 2023

- Conducted year-long research project using quantitative and qualitative methods to investigate issues of gender equity among Black American racial justice activists.

Mothers of Incarcerated Sons, Inc.

Brand Strategist

Pittsburgh, PA, USA

Jun 2023 - Aug 2023

- Volunteered as a Branding Strategist for a nascent non-profit organization in Pittsburgh, PA. Primary responsibilities included creating a Facebook page, an online support group, and researching, writing, and posting content.

AZIZA

Creative Director

Abu Dhabi, UAE

Dec 2020 - May 2022

- AZIZA is a student-led identity group for Black women at NYU Abu Dhabi. Developed content and supervised a team of five creatives through project timelines and posting schedules.
- Worked with executive board to plan and execute programming for our community.

INTERESTS

Limited working Spanish. Research interests in youth, gender, labor, and migration. Personal interests in film, theater, yoga, and the way a story can be told through manifold mediums.