

## First Name Last Name

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### EDUCATION

**University of San Francisco, San Francisco, CA**

**Expected Graduation May 2024**

*Bachelor of Arts (B.A.) in International Studies*

**African Methodist Episcopal University, Monrovia, Liberia**

**Expected Graduation November 2020**

*Bachelor of Arts (B.A.) in Sociology*

- Scholar, Gbowee Peace Foundation Africa and Coca Cola Institute for Innovation

### AFFILIATIONS

**Scholar, SHE CAN, California, USA**

**November 2018 – Present**

- Selected as one of 4 among 400 hundred young Liberian women through competitive interview processes, connected with a group of 6 mentors from the USA who gave guidance through the college application process and my stay in the US at college, and awarded a full-ride scholarship at the University of San Francisco
- Recorded 45 candidates for the interview of the next batch of Liberian scholars and engage them with answers and pep talk in January 2019
- Mentored one of the candidates, who is now a scholar, during her SAT prep and ‘Take the Lead Project’
- Served as one of the 5 panelists to the “Live from Liberia! A conversation about the realities of COVID-19 in Monrovia” and the “Freshmen welcome show flow” virtual programs of 200+ audience

**Magis Emerging Leadership Program, University of San Francisco**

**September 2020**

*2021 Fellow*

- Participated in a three-day resolute retreat program aimed at providing a safe space to gain more self-awareness, take deeper dives into leadership development, and develop profound connections with 20 first-year fellows, 4 peer mentors, a Co-Director, and the Director
- Met with Program Director for leadership coaching session to discuss experiences, leadership engagement, providing resources and opportunities to enhance career competences
- Attend 1hr30 cohort meetings every Tuesdays of various workshop activities and team-building exercises both as a group and in an organized cluster of five fellows with a peer mentor

### WORK EXPERIENCE

**WEBS International Daycare and Primary School, Paynesville, Liberia**

**August 2016- October 2020**

*Office Assistant and Dance Teacher*

- Choreographed and organized plays and dances for 100+ students from Daycare to Grade 6 for the 2018 to 2019 graduation ceremonies.
- Organized the Admission office workspace and assisted Registrar with the enrollment, entrance, withdrawals, and transfer of students processing applicable records
- Maintained physical records including students’ cumulative folders, progress and failure reports, class rosters, grade books, and student data information
- Served as the Guest speaker at the 15<sup>th</sup> Pre-1<sup>st</sup> and 10<sup>th</sup> grade 6 graduation ceremony on June 14, 2019 under the theme: “Every end is the beginning of a new journey”

**YouthConnect Basketball Summer Camp 2019, ELWA, Paynesville City**

**July 2019- August 2019**

*Intern, 100+ hours*

- Brainstormed ideas for activities and life science programs for 30 kids from Grade 1–5<sup>th</sup> and supervised teens after basketball practice
- Worked seasonal in the cafeteria by preparing, arranging, and serving food and beverages to about 100 students; clean utensils and environment
- Reported feedbacks during daily staffs’ meetings to the entire team about the children’s response to the activities and wrote two detailed notes to the administrator

### VOLUNTEER AND INTERNSHIP

**Girl Up United Nations Foundation**

**March 2019-Present**

*The regional leader of Liberia, 400+ hours*

- Keynoted a session titled “The Girl Up Impact: Creating Safe Spaces for Girls in Liberia” at a global summit (400 activists) in Washington DC, July 2018, organized and moderated a webinar of 4 panelists on the topic “CULTURE AND TRADITION- Is it a plus or minus for Gender Equality?”
- Supports new and 4 active existing clubs with resources and mentorship, host the International Day of the Girl Child program every year in Liberia and other Coalition events
- Runs the Girl Up Africa socials on Wednesdays; post content on Facebook, Instagram, and Twitter, and respond to all messages throughout the day on these social media platforms

**Adolescent Girls Advisory Panel**

**January 2018- Present**

*Vice President*

- Advocate and create awareness on girls’ issues surrounding rape, traditional practices that affects girls, gender-based violence, teenage pregnancy, sexual exploitation, Technical and Vocational Education Training, Menstrual Hygiene, women empowerment, etc.
- Protested for the wellbeing of girls that were raped in the “More than Me” school 10/18/2018, #WeAreUnprotected
- Interviewed 15 of 40 candidates that were selected and placed in different organizations offices for the “Take a Girl to Work” campaign to learn working skills and served as Master of Ceremony for the national ‘International Day of the Girl Child’ celebration 2019

**Live Safe and Healthy, Take the Lead Project**

**March 2019 -May 2019**

*Leader*

- Founded and led a team that built a two-room latrine for about 200 community dwellers, one side for men and one for women, to remedy the lack of sanitary latrines and poor hygiene in rural Liberia, Cinta Township
- Obtained funding within 66 days and supervised the construction of 2
- Conducted a workshop on good sanitation and health practices for 20+ community members during the opening ceremony of the latrine

**Peace Jam Liberia, Gbowee Peace Foundation Africa**

**December 2018- Present**

*Secretary-General, Service Project Committee member, Mentor*

- Mentored groups of 20 high school students, work intensively with participating teenagers on pro-peace activities: conflict resolutions and human rights; led group discussions, projects, and workshops for the 2018 and 2019 conferences; and regulated the housing of 30+ students in dorm 1 during the 2019 conference
- Served as a chaperon to a Nobel Peace Prize recipient, Shirin Ebadi for 5 days
- Take minutes at all meetings and type out summaries for distribution, take attendance and maintain records, and write public PeaceJam Mentors announcements

**The Empowerment Temple AME Church**

**October 2018- Present**

*Vice President of the Young Peoples Division*

- Preside in the absence of the YPD President by facilitating meetings upholding the rules & regulations of the ministry, and representing the ministry at programs
- Designed the first Youth Startup Training for the 2019 conference year, where about 30 participants were certificated

*President of the Dance Team*

**October 2017- Present**

- Supervised 3 Christmas programs and several activities of the Total Praise Dance, Junior Praise Dance, and the Kingdom Kids Dance teams
- Teach dance ministers how to dance by initiating and leading practice sessions on a regular basis and nurture dancers to become leaders by scheduling days for others to lead each practice session
- Design choreography for new songs and regulate 2 ministrations each month maintaining the church worship culture during practice sessions and ministrations.

**SKILLS**

Competent in Microsoft Office: Word and PowerPoint, and Google Drive: Slides