

SAKINAH I. SMITH

SAKINAHSMITH1@GMAIL.COM

107-15 Princeton Street

Jamaica, NY 11435

Phone (917) 293-1882

PROFILE

Communications, Marketing, Computer Science, and Theatre educational background; Over 10yrs customer service, leadership, office management, and public speaking exp., graduated at top 2% of class; freelance Actress/Singer-Songwriter for 12 years; International Award-Winning Filmmaker, Certified Lymphatic Health Coach, responds quickly and efficiently to situations requiring immediate attention, and pays very close attention to detail.

EDUCATION

University at Albany, The Honors College

Honor's Diploma Bachelor of Arts in Rhetoric and Communication, May 2011

Minors: Theatre, Computer Science

Cumulative GPA 3.76; Major GPA 3.88; *Summa Cum Laude*

Study Abroad, American Intercontinental University (AIU) London, Summer 2009

3 Business courses taken: Marketing, Leadership and Management, Business Internship

HONORS & AWARDS

Dean's List Honors – all semesters; Presidential Honor Society (PHS); Spellman Academic Achievement Award (Plaque); 4.0 ceremonial recognition; National Society of Collegiate Scholars (NSCS) Leadership and Service Award Certificate; Gold Medal of Highest Academic Achievement

EXPERIENCE

Lead Teacher

Success Academy Charter School

Nov 2018 – Aug 2019

Brooklyn, NY

- Lead a 2nd grade classroom of 30+ students
- Lead the mathematics testing enhancement group for testing for all 2nd grade below average students
- Created lesson plans in the subjects of math, reading and writing; monitored progress of each student
- Behavior management, group intervention & differentiation plans within ICT classroom setting
- Built strong face to face relationships with parents, updating them all on their child's progress

College Assistant

Guttman Community College City University of New York

July 2017 – Jan 2019

New York, NY

- Assisted students with research projects, resources, and technological support
- Shelved books, keeping stats, entering patron records in library catalog and other clerical work
- Managed filing system
- Updated paperwork, maintaining documents and word processing

Sexual Assault & Rape Prevention Educator

Catharsis Productions – “Sex Signals”

Jan 2013 – May 2016

International

- Used research based information to Train Military Personnel and Educate college students on Sexual Assault
- Researched each organization's organizational language, culture, and current events concerning interpersonal violence prior to presentations
- Simultaneously regulated, facilitated, educated, and entertained 200-450 military personnel/college students
- Represented company during post-show administrative interviews and audience questions
- Filed expense reports, rented cars, and booked hotels and flights on Concur software

Nutrition Consultant

Healthy Blendz Juice Bar & Nutrition Center

May 2012 – Feb 2016

Brooklyn, NY

- Assisted customers in making informative decisions on nutritional facts and their dietary needs
- Assisted Founder & CEO Tim Stephen on window display and main menu nutritional content
- Created, maintained, and entered information into databases.
- Coordinated bi-monthly promotional events

SKILLS & CERTIFICATIONS

- Microsoft Word, Power Point, Publisher, Excel, Outlook, Java Programming, and Concur Technologies
- All Google Suites including Calendar, Gmail, and Docs
- Interpersonal and Public Speaking Skills
- Basic Spanish literacy and communication skills
- Proficient in top Film Software Applications – VideoLeap, Filmora; Final Cut Pro X
- Certified Food Handler; Food Protection License
- Lymphatic Drainage Health & Treatment Certification
- Sexual Assault, Diversity/Civic Responsibility, and Conflict Resolution Course Certified
- CITI Human Subjects Research Certified