

Akela Mitchell

Philadelphia, PA 19131

janaye923@gmail.com

267.244.3274

EDUCATION

Bachelor of Arts

Psychology, 2015

Bennett College

Masters of Education

Early Childhood/Special Education Candidate,

Anticipated 2019

Lincoln University

SUMMARY

Graduate student with leadership, office administration and organization experience. Proven skills in clerical work, organization and team building. Experience includes managing sensitive material and providing additional resources to ensure success in academic settings. Able to provide employers with administrative support and professional written and oral communication skills. Strong customer service skills, and energetic personality. Able to work independently and effectively as a team member. **Key Skills Include:**

- CPR Certified
- AED Certified
- First Aid Certified
- Crisis Management
- Cultural Diversity
- HIPPA Trained
- Technology Proficient
- Effective Communicator
- Self-Starter
- Calendar/Scheduling
- Detail Oriented
- Administrative Support
- Problem Solver

Proficient with Microsoft Office Suites: Word, Excel, PowerPoint

WORK EXPERIENCE

Kelly Educational Staffing

Approved Substitute

Philadelphia, PA

November 2016- Present

- Provides on spot course instruction and behavioral therapy for students with autism.
- Implements classroom management approaches by setting rules and limits.
- Develops emergency lesson plans and homework assignments for K-2 autistic support class for long term position.
- Provides instruction for general education classrooms, grades K-8.
- Assists teachers with implementation of education programs and small group instruction.
- Has experience as a member of a team compiling and analyzing data for IEP re-evaluations, reviewing existing or previous IEP goals and outcomes, interpreting goals to ensure IEP compliance, analyzing the impact on student performance.

Legal Empowerment Group, LLC

Administrative Assistant

Philadelphia, PA

July 2015 –Present

- Coordinates legal courses for community organizations and community partnerships.
- Manages the day-to-day calendar and develops client profile databases for lead attorneys.
- Represents attorney by communicating with clients and following up on direct inquiries.
- Researches and reviews documents to prepare attorney for client briefings.
- Drafts contracts for business mergers, license agreements and client agreements.

Harambee After School Academy

Philadelphia, PA

STEM Instructor

March 2016 – February 2017

- Provided classroom supervision and management for grades 1-3.
- Assisted students in academics and encouraged STEM literacy through hands-on projects.
- Developed lesson plans for grades 1-3 STEM curriculum.

Stemnasium Learning Academy

Philadelphia, PA

Lead Instructor

October 2015 – March 2016

- Supervised and managed classroom for students between the ages of 3-5.
- Assisted children in their academics and encouraging STEM literacy.
- Occasionally assisted in secretarial duties, such as: collecting tuition payments, managing student attendance logs, and informing parents of updates with program.

Bennett College Financial Aid Office

Greensboro, NC

Work Study Intern

September 2013- May 2015

- Processed, date stamped and filed incoming documents for about 300 financial aid recipients. (Parent/student tax forms. Verification worksheets, letters, etc.)
- Assisted students with completing FASFA, and documents pertaining to Financial Aid.
- Welcomed guests and clients by greeting them in person or on the telephone; answering or directing inquiries; knowing when to act and when to refer matters to Financial Aid Staff.

VOLUNTEER WORK EXPERIENCE

Childhood's Lost Entertainment Group

Philadelphia, PA

Public Relations Assistant

October 2015- June 2016

- Promoted organization's events and productions to the community via social media tools.
- Developed community outreach activities for the youth population.
- Attended organization events and plays.
- Participated in "It's the Conversation" radio show, as a weekly host.

Sherri Denese Jackson Foundation

Greensboro, NC

Administrative Assistant Intern

January 2015 – May 2015

- Developed a program to assist domestic violence survivors.
- Assisted the Administrative Assistant with programs and event coordination.
- Attended community events and workshops SDJF participated in.

Smaller Learning Communities Grant (SLC)

Philadelphia, PA

Student Service Intern

May 2013 – July 2013

- Provided support services for high school students that were SLC funded in the Advanced College Experience (ACE) at Community College of Philadelphia.
- Assisted in planning and coordination of academic enrichment programs, student registration, and student stipend paper work, facilitation of student enrichment sessions, student orientation and closing program.