

Troi Braxton

1220 West Susquehanna Avenue | Philadelphia, PA | 267-505-8224 | troibraxton@yahoo.com

EDUCATION Lincoln University, Bachelor's of Science (May 2017) Lincoln University, PA
("Pre-Law") Minor Human Services
Technology Microsoft Word, PowerPoint, and Excel; Google Docs
Languages Spanish (Intermediate-Level Reader)

WORK EXPERIENCE

Therapeutic Staff Support Dunbar Community Counseling Services Philadelphia, PA
January 2018-Current 20 hrs/wk

- Providing direct one-on-one intervention to help the child meet their treatment goals.
- Assisting and supporting parents, teachers, and other adults in their efforts in providing therapeutic structure and limits for the child.

Administrative Assistant Gamble & Associates, LLC Bala Cynwyd, PA
November 2017- Current 10 hrs/week

- Provided general administrative and clerical support including mailing, scanning, faxing and copying to management.
- Answered telephones, handled scheduling and coordinate meetings, appointments, maintained office supplies for the department.

Judicial Internship
June- August 2017 The First Judicial District Court of Common Pleas Philadelphia, PA
Juanita Kidd Stout Center for Criminal Justice 25 hours/ week

- Filed legal paperwork (criminal cases of the Common Wealth of Pennsylvania)
- Answered telephones
- Examined / Observed criminal trials

Paid Internship Delaware River Port Authority Philadelphia, PA
January-August 2016 Walt Whitman Bridge 40 hours/week

- Toll Collector- book keeping of unpaid tolls, Roughly 10-15 toll violations daily
- Handled an average of 200 vehicles daily, averaged \$1,000 of toll revenue per 8 hour shift

Teacher Assistant First Year Experience Program Lincoln University, PA
January 2014–April 2015 Learning Resource Center 12 hours / week

- Evaluate all online assignments submitted by my supervisor's 21 students as to the time submitted and minimum requirements
- Mentored all 21 FYE students due to their recent arrival from Nigeria by helping them plan their class schedules

COMMUNITY INVOLVEMENT

Majority Inspector , 2018 PA Primary Election Philadelphia, PA

COLLEGIATE LEADERSHIP ROLES

Member, Thurgood Marshall Law Society (2014-2017) Lincoln University, PA
Member, The National Council of Negro Women (2015- 2017) Lincoln University, PA