

# Annie T. Student

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## Profile

- Operations/Project Management
- Training
- Grant Management
- Program Development

## Education

**Rutgers University**, Graduate School, Camden, NJ  
Masters of Public Administration, Expected May 2017  
GPA: 3.8  
*Member, Public Administration Student Association*

**University of Richmond**, Virginia  
B.S., Sociology, May 2012  
GPA: 3.5  
*President, Students in Community Service*  
*Writer, UR News*

## Management Experience

February 2015 –  
Current

**Reach Up Inc.**, Midland, NJ  
**Program Director**

Direct all aspects of youth education program serving 100 at-risk teens. Accountable for program design, development and delivery, staff recruitment and training. Community outreach effort includes public relations and presentations to various groups. Manage \$250,000 annual budget.

### Key Accomplishments:

- Expanded educational programs in life skills, decision making and team building.
- Designed and implemented leadership training program; program included mentoring and job skills training
- Hired, trained and supervised a 25 member staff
- Realized an 88% program completion rate among participants
- Raised \$100,000 through grant writing and fund raising initiatives
- Created social media campaign; researched and authored articles on current issues affecting teens

June 2012 –  
January 2015

**Camden Youth Center**, Camden, NJ  
**Assistant Program Director**

Assisted with all operational aspects of center serving 200 urban youth. Recruited, mentored and trained team multicultural volunteer staff. Took on responsibility for fiscal management, social media, marketing and community outreach. Supervised, tracked and monitored program activities.

### Key Accomplishments:

- Recruited over 200 volunteers during four year tenure
- Increased year-round programming and boosted participation in leadership training and Youth Center programs
- Developed and coordinated annual fund raising event

## Professional Associations

*Board Member*, Association of Nonprofit Executives  
*Member*, National Association of Youth Leaders

## Skills

Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Microsoft Project  
Social Media: HootSuite, Twitter, Facebook, Instagram  
Foreign-language skills: Conversational Spanish  
Certified to teach CPR/First Aid courses