**Akeisha A. Wynter, M.A.**

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***Seeking a position in the field of:*** *Education, Criminal Justice, Non-Profit, Legal and/or Administration.*

**CITY-STATE-NON-PROFIT-PRIVATE**

Over fifteen years’ experience managing business operations, for senior managers, small businesses, and education professional. Implemented programs and services as an independent contractor for non-profit organizations and entrepreneurs. Highly motivated, goal-oriented, strategic support professional taking initiative in all tasks given.

**EDUCATION**

**SAINT PETER’S UNIVERSITY**, *Jersey City, NJ*

*Master of Arts,* Criminal Justice Administration, completion *Spring of 2015*

***Course Work:*** *Management and Human Behavior, Multicultural Law Enforcement, Human Resources.*

*Bachelor of Science,* Public Policy & Urban Studies, *Fall 2012*

***Course Work:*** *Sociology of Family Advanced Urban Field Work, Juvenile Delinquency, Financial* *Accounting.*

**Certifications and Additional Involvements**

Certified Home Health Aide (CHHA), *July 2017*

Certified CPR/First Aid, *July 2017*

National Certified Residential Child and Youth Care Professional, *July 2017*

NYS Office of Child and Family Services (OCFS) Mandated Reporter, *July 2017*

NYC Department of Youth and Children Services (DYCS) Principles

Certified Safety Crisis Management (CSCM) Prevention/After-Action Strategies, *July 2017*

Juvenile Justice, Advocacy, Performing Arts Education, Community Development, and Grant Writing.

HANAC INC, *Beacon Programs*, *Corona, NY*

BELL (*Building Education Leaders for Life*) *Far Rockaway, NY*

**Technology, Programs, and Skills**

Advanced computer skills, successful in Social Media/Marketing and Promotional Campaign Ad Strategies,

Sales force, Asana, and Constant Contact. Microsoft Word, Excel, Access, PowerPoint and Outlook, Google Office Applications. Knowledge of Excel Visual Basics, Adobe Photoshop, HTML (Hypertext Markup Language).

NYC Department of Education *ATS* System, *Power School* Student Management System.

*Docushare* and *Blackbaud*; Raiser's Edge 7; AVATAR; LexisNexis and Westlaw.

Knowledge of Requests for Proposals (RFP’s) Requests for Applications (RFA’s), Contracts, Procurement, Auditing, Database Management, and Record-Keeping processes.

NYC Freedom of Information Law, Housing, Zoning, Licensing, and Sanitation Ordinances.

Knowledge of Capacity and Rapport Building; Solicitations and Facilitating; Cultivation; Environmental Stewardship; Fundraising; Endowments and Major Gift Giving.

**WORK EXPERIENCE**

**9/2018-Present Elementary School Teacher,** LA CIMA CHARTER SCHOOL (K-5), *Brooklyn, New York*

* Teach general education (science, humanities, math, reading) principles to 4th grade students; not excluding English Language Learners and students with Individualized Education Plans (IEP’s).
* Attend weekly teacher development trainings and student meetings to plan for continued student success.
* Prepare student curriculum according to the Common Core and Fountas and Pinnell standards and principles.

**7/2018-6/2018 Middle School Teacher,** LEADERSHIP PREP BEDSTUY (5-8)**,** *Brooklyn, New York*

* Teach English Language Arts and Writing to 4th grade students; not excluding English Language Learners and students with Individualized Education Plans (IEP’s).
* Acknowledged for strategic classroom management and embracing community culture.
* Conduct assessments to assure student achievement and understanding of statewide education standards.

**7/2017-1/2018 Youth Specialist,**MARTIN DE PORRES GROUP HOMES, *Queens Village, NY*

* Responsible for committed youth serving their sentences away from home assisting with day-to-day activities, appointments, administering medications and any personal needs.
* Prepare meals and assure that living areas are clean and clutter free.
* Responsible for conducting searches of rooms and youth belongings upon arrival and leaving house.
* Responsible for recording house activities and any incidents that may occur during shift.

**9/15-PRESENT Accounts Payable Specialist,** TRANSPERFECT, INC., *New York, NY*

* Review payments for vendors using *Great Plains accounting* system assuring invoices are payable.
* Enter, edit, and process payments via PayPal, Wire Transfer, and by check issuance.
* Assure batch payments are verified in system before check processing.Respond to vendor ticket requests using RIPS (Rapid Invoice Processing System); while verifying payment details.

**2/2015- 6/2015 Administrative Assistant,** CORNELL UNIVERSITY, ILR SCHOOL, *New York, NY*

* Responsible for reviewing, editing, and updating teacher lesson plans using *PowerPoint.*
* Reviewed marketing materials and assured school operation details are current and updated.
* Coordinated international and local travel arrangements for teaching attorneys’ out-of-state conferences and teaching events.

**6/2014-12/2014 Project Coordinator,** AMERICORPS**/**BOYS & GIRLS CLUBS, *Newark, NJ*

* Successful completion of a series of trainings to aide in the facilitation of cohort module concepts to low-income individuals ages 16-24 years old.
* Trained a team of volunteers who assisted in implementing 21st century project modules in program management, workforce etiquette, customer service, and communication skills.
* Responsible for creating mandatory forms for registration, tracking, and reporting purposes.
* Use of the Sales force software to enter data regarding volunteer and facilitator status in program.
* Presented mock presentations to project participants for practice and recruitment goals.

**9/2013-12/2013 Development Assistant,** UNITED SYNAGOGUE OF CONSERVATIVEJUDAISM, *New York, NY* ***(Temporary Project)***

* Collaborated with development team to prepare brochures and calendar mailings.
* Served as the point of contact to donors and gift givers regarding account history.
* Responsible for recording, updating, and entering data using *Raiser's Edge*.

**June 2013 *(Temporary Project) Special Assistant/Guidance Counselor/Records Management,*** HUNTER COLLEGE CAMPUS ELEMENTARY SCHOOL, *New York, NY*

* Reviewed and prepared student progress reports for yearly mass-mailing process.
* Collaborated with elementary school Guidance Counselor to handle administrative duties on and off-site.
* Entered, and edited student data records using *Power School* database system.

**5/2013-6/2014 Licensing DOHMH (Department of Health & Mental Health) Aide/Special Projects,** NYC DEPARTMENT OF CONSUMER AFFAIRS, *New York, NY*

* Liaison between licensing departments assisting with day-to-day operations.
* Researched and compiled data to prepare for entry into new system upgrades. Processed documents for Fitness Review division clients with rap-sheets determined compliant or non-compliant in application process.
* Managed licensee's record data using *NYC CAMIS (City-wide Agency Management Information System)*; while assisting site Testing Center: (issuance of scores, set up of testing areas, and preparing testing forms as necessary).
* Provided administrative support and designated to handle special project duties for site Director and Supervisors.

**7/2012- 12/2012 School Administrator,** THE HANAL SCHOOL, *Ridgefield Park, NJ*

* Designated to research independent school policies and procedures to assure school is functioning according to State of *New Jersey Department of Education* standards.
* Coordinated transportation, book sharing and independent school operation reports.
* Managed *SEVIS (Student and Exchange Visitor Information System)* application to gain *U.S. Customs* approval to accept international students.
* Coordinated tax exemption filing process and the drafting of *By- Laws* and *Conflict of Interest policies.*

**5/2012-7/2012 (Temporary Project) Office Manager,** BROWNSVILLE ASCEND CHARTER SCHOOL, *Brooklyn, NY*

* Responsible for assisting and directing students, parents, and visitors upon arrival to school.
* Managed student attendance, record, and grading details using *Department of Education ATS system.*
* Coordinated school transportation and lunch reports serving as liaison to Operations Director.

**11/2008- 6/2010 Program Assistant,** NEWARK EMERGENCY SERVICES FOR FAMILIES, INC., RETIRED SENIORS PROGRAM, *Newark, NJ*

* Designated to conduct cold calls to prospective and current members, regarding updates and status within program.
* Responsible for entering program data into *AmeriCorps database system.*
* Assisted Program Director during field recruitment, site-visits, and the planning of events (mass-mailing, rental, purchase order requests, memos, and filing).

**10/2007-11/2008 Executive Assistant,** CITY OF NEWARK, DEPARTMENT OF CHILD & FAMILY WELL-BEING, *Newark, NJ*

* Designated to research and process *City of Newark Open Public Records* via City Clerk.
* Drafted and prepared contracts and resolutions according to Department of Health standards for HIV/AIDS Title I, II, and HUD funding. Managed Assistant Director Calendars using Outlook and arranged travel logistics. Managed HOPWA program’s client status report using spreadsheet applications.
* Prepared transactions for *City of Newark Code Enforcement Division* regarding illegal conversions, landlord repairs, and sanitation violations to ensure municipal compliance. Planned and coordinated division meetings on and off-site, handled visitor, vendor, and client requests.
* Served as the point of contact during audits and agency RFP (Requests for Proposals) submissions to the HOPWA/Ryan White division.

*References available upon request.*