

MONIQUE K. BOAMAH

Bronx · New York · 10458

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SUMMARY

A dynamic, detail-oriented, multi-platform organizer. Based on my skills and experience attained, I can be an asset to an organization to provide effective support.

SKILLS

-Administrative	-Interpersonal Skills	-Data Analysis
-Team Work	-Microsoft Office Suite	-Tenacity
-Conflict Resolution · Troubleshooting	-Leadership	-Community Advocate

PROJECT MANAGEMENT SKILLS

- Served as a liaison with community partners, property management and owners, legal aid, HUD and City Officials, fostering community relations to address and resolve tenant and community concerns.
- Executed short term assignment assisting property developers, through community engagement to gain support for the Lincoln Ave Renaissance Project; obtaining approval from the New Rochelle Planning Board.
- Facilitated and conducted meetings with the Deputy Commissioner of the Planning Department, reaching different sectors of the community such as; tenants, local organizations, business owners, immigrants, and the youth.
- Analyzed **800+** survey responses from Mount Vernon residents and business owners; translated data into comprehensive notes and spreadsheets by classified issue, location, and demographics.
- Completed tasks in a timely manner for Executives, Commissioners and Program Specialists with minimal supervision.

RELATED EXPERIENCE

NY Presbyterian / Lawrence Hospital Center, Bronxville, NY

Sep. 2015 – Oct. 2017

Sterile Processing Technician

- Ensured all surgical instruments and emergency supplies met established quotas prepared for OR/ER delivery; actively participating in infection prevention control.
- Answered **50+** phone calls daily, handling face to face interactions with internal and external customers.
- Trained newly hired technicians and followed departmental procedures for processing surgical instrumentation, in accordance with healthcare, state and local policies.

WORK EXPERIENCE

Kensworth Consulting/The NRP Group, New Rochelle, NY

Jan. 2020

Community Engagement Specialist

Urban Renewal Agency, Planning Dept. City Hall, Mt. Vernon, NY

Jun. 2019 – Dec. 2019

Consultant/Community Engagement Specialist

AmeriCorps VISTA, Mt. Vernon United Tenants Inc., Mt. Vernon, NY

Nov. 2016 – Apr. 2019

Community Organizer/Executive Assistant

EDUCATION

Mercy College

A.S. Associate in Science

Aug. 2014

American Red Cross

Adult and Pediatric First Aid/CPR/AED

Exp. Jun. 2021

Notary Public

NYS License

Exp. Aug. 2021

NYSDOH

Opioid Overdose Program

Exp. Mar. 2022