

KAREEM STARKS

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PROFESSIONAL SUMMARY

Business Administration and Health and Fitness Science student producing content and plans to develop and meet organizational goals with 8 plus years of experience in professional and educational environments. Skilled in producing content and plans to develop and meet organizational goals. Proven leader as demonstrated through management of teams and organizations through collaboration with administrative staff and colleagues. In this position I wish to grow further as a leader and become a dynamic contributor to the organization helping it to reach its goals and potential.

CONCEPTUAL SKILLS

- Planning – Recommended actions to pursue organization initiatives such as student outreach
- Organizing – Collected resources to help support achievements such as fundraising for local charities
- Teaching and Advising – Advised peers and staff to further increase performance including coaching job tasks
- Leading – Advanced group priorities to streamline results such as table set-up for events or leading meetings
- Communication – Shared information to reach understanding such as leading team meetings as campus leader
- Research – Collected and evaluated sources for future development including events such as Bamboo Tea event

EDUCATION

Wake Tech Community College | Raleigh, NC

Associate in Science, Business Administration, Human Resources and Marketing Concentrations, Jul 2022

Associate in Science, Health and Fitness, May 2023

Completed Certificates: Leadership, Career Success, Human Resource Administration, Advertising/Digital Media, Health and Fitness Science

RELEVANT EXPERIENCE & PROJECTS

Federal Work Study/ Office Assistant Intern | WTCC, Communications Department | Jan 2021 – May 2022

- Audited faculty syllabi for accuracy and compliance with institutional standards
- Examined course schedules for accuracy and completion with institutional criteria
- Assisted Department Head and faculty with completion of administrative tasks and goals

Federal Work Study/ Communications and Marketing Intern | WTCC, Communications | Jan 2020- May 2020

- Analyzed Wake Tech's web portal to improve Student Support Services
- Assisted with the preparation and implementation of marketing activities and events
- Evaluated and updated program descriptions for website informational communication

Federal Work Study/ Office Assistant Intern | WTCC, Student Activities | June 2018- May 2019

- Coordinated with organizations representatives and advisors to support initiatives
- Assisted Student Coordinator in office functions and assigned special projects
- Organized, implemented, and presented special events to audiences (Spring Fling, Sweet 2 be Back etc...)

EXTRACURRICULAR ACTIVITIES

Wake Tech Community College | 2017 – present

- Represented Students and addressed concerns as a Senator in Student Government Association
- Coordinated Planning as a team leader on Wake Tech's Student Applied Benchmarking Committee
- Supported student initiatives and representation on Wake Tech's Collaborative Council

