

Akilah Blakey

Saint Paul, MN 55104
xfetr651@gmail.com
(651) 207-9420

Work Experience

Project Manager

NCR SARE - Saint Paul, MN
March 2017 to November 2017

Project Manager for an agricultural project here in the Twin Cities, which includes managing a commercial kitchen, maintaining the budget, creative development, community outreach, creating and maintaining social media and advertising, food safety training, and writing reports.

Assistant

Race & Pedagogy - Tacoma, WA
May 2016 to December 2016

Created and ran the group "Race & Pedagogy Collective", which is a student-run group a part of the nationally renowned Race & Pedagogy Initiative, which includes scheduling and holding meetings with its members. Reach out to other on-campus groups and Tacoma community based groups through email communication and by telephone. Helped to create the new logo for the organization which ended up being on merchandise and used in advertising. Creates posters and flyers using Microsoft Publisher to advertise events put on by Race & Pedagogy. Manages all media outlets including editing and maintaining the official webpage using the software BigTree, Facebook, and Instagram. Also serves as an assistant to the African American Studies department on campus, by creating and editing video footage to be shown at events and presented in meetings, and posted online to Youtube as well as the school website. Also created and hosted a 100-student seminar that was held in December of 2016 which focused on leading discussions about race & inequalities in education.

Public Relations Chair

Black Student Union - Tacoma, WA
September 2015 to May 2016

Managed all media outlets including Facebook, Instagram, Snapchat, and the official webpage. Sends out weekly emails and newsletters notifying members about upcoming events and meetings. Reach out to other organizations (Hilltop Urban Gardens, Colored Women's Club of Tacoma) and other BSUs (UW-Tacoma and Seattle) in organizing off-campus events and advocacy. Created and designed stickers as well as T-shirts for the club.

Cellar Restaurant Student Lead

University of Puget Sound - Tacoma, WA
October 2012 to May 2016

Provide customer service for 50-seat campus eatery. Manage social media advertising (Website development), organize events and advertisement. Supervise wait staff of 40 - assigns cooking, stocking, cash register, and clean-up duties. Helps conduct interviews for potential new hires. Also evaluates employees' performance twice a year using a rating system developed by the Leads themselves. Makes money drops at the end of closing shifts that require a useful knowledge of excel and accounting.

Administrative Assistant

BARSAW, LLC - Saint Paul, MN

June 2012 to August 2013

- Assisted in writing Employee Handbook and Company Policies, which helped new and old employees understand the company, its operations and who to contact with questions.
- Created written job descriptions for company clerk staff.
- Assisted with conversion from manual to automated employee timekeeping system, resulting in more accurate reporting.

Academic Tutor (Volunteer)

Hope Community - Minneapolis, MN

September 2011 to June 2012

Provided elementary-age children (English Language Learners) with one-on-one education in reading and help with homework.

Education

Bachelor of Arts

University of Puget Sound - Tacoma, WA

August 2012 to December 2016

Skills

Microsoft office (10+ years), Hr Policies & Procedures (4 years), Management (4 years), Customer Service Skills (5 years), Data Analysis (7 years), Employee Relations (4 years), Hiring (3 years), Inventory (4 years), Kronos (2 years), Training (3 years), Team Building (4 years)

Awards

Employee of the Month

October 2014

Was awarded "Employee of the Month" twice while working at the Cellar

Campus Engagement Award

May 2016

Was given this award at my Graduates of Color celebration for active campus involvement and leadership throughout my time at the University of Puget Sound.

Certifications/Licenses

Food Handler