

## EDUCATION

### Western Illinois University

*Bachelor of Science*  
Project Management and  
Telecommunications Major,  
Cultural Studies/Chinese Minor  
Matriculated May 2003

### UIUC/NSEP Fellowship

#### Tsinghua University

*Semester in Beijing, China*  
Culture and Mandarin Language  
Studies, Fall Semester 1999

### South Suburban College

*Associate of Arts*  
Liberal Arts Major,  
Musical Performance Minor  
Matriculated May 1998

## TECHNOLOGY SUMMARY

Microsoft Word, Excel, PowerPoint;  
Graphic Design; Typing: 55-60 wpm  
and 10-Key Calculator

## ADDITIONAL ABILITIES

- Management ·
- Non-profit Experience ·
- Training & Instruction ·
- Administrative Support ·
- Customer Service & Sales ·

## VOLUNTEER EXPERIENCES

Better Existence with HIV  
AIDS Foundation of Chicago  
Old Town School of Folk Music  
DanceAfrica/Columbia College  
Lincoln Park Community Shelter

## RELEVANT WORK EXPERIENCE

### Danielle Ashley Communications

*Administrative Intern, Chicago, IL* Winter 2008  
Confirmed bill payments and invoice confirmations; Provided office support: telephone screening, fax, filing, and mail support duties; Greeted clientele during on-site meetings at WVON offices; Assisted in corporate move by packing documents and files; Maintained office cleanliness

### Education Services Program Administrator, Chicago, IL 6/05-1/06

*Deborah's Place*  
Managed three Learning Centers that explored recovery via literature, film, poetry, art therapy, and discussion groups; Created curriculums and facilitated monthly education meetings with prepared itinerary; Interviewed AmeriCorp volunteers and perspective employees; Maintained meticulous records, budgets, and submitted monthly reports, Surveyed program participants

### Computer Instructor/Administrative Assistant, Chicago, IL 12/03-4/04

*Howard Area Employment Resource Center*  
Instructed clients with little or no computer skills to create resumes, cover letters and thank you notes; Composed and edited memos and letters for staff; Provided office assistance; Referred clients to auxiliary agencies; Coordinated agency education workshops, college fairs, and department meetings

## OTHER EXPERIENCE

### Hospitality Usher, Chicago, IL 3/06-5/08

*Auditorium Theatre*  
Trained over 50 volunteer ushers on theatre and seating logistics; Answered patron questions and concerns; Prepared and dispensed Playbills and promotional materials; Coat-room / lost & found responsibilities, Supplied tourist information, Helped implement security policies

### Agricultural Intern, Chicago, IL Summer 2008

*Growing Home, Inc.*  
Informed public of the importance and need of affordable organic produce in low-income neighborhoods; Lead tours for individuals, organizations, and media of several urban farms; Planted, harvested, and sold organic fruits and vegetables at various Farmer's Markets; Learned principals of organic farming

### AIDS Foundation of Chicago, Chicago, IL 4/04-10/04

Completed the 2004 LaSalle Bank Marathon; Researched and Raised approx \$1900 from community, corporate, and individual donations; Composed thank you letters; Informed public of the AFC mission of HIV/AIDS advocacy, awareness, and prevention; Persevered to test stamina and persistence culminating in great personal achievement

**RH**

**PROFESSIONAL REFERENCES**

Orrin Williams  
Executive Director  
Center for Urban Transformation  
6349 S. Fairfield Avenue  
Chicago, IL 60629  
(773)597-8155

Murray Manus, LSW  
Case Manager  
Lincoln Park Community Shelter  
600 W. Fullerton Parkway  
Chicago, Illinois 60614  
(773) 549-6111 x: 205

Michael Webb  
Case Manager  
Inspiration Corporation  
4554 N. Broadway, Suite 207  
Chicago, IL 60640  
(773) 878-0981 x: 215