T A N A K A **T A V A**

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# EDUCATION

## **Baylor University** • Waco, TX • Graduation Period: May 2021

* Bachelor of Arts
* Majors: Theatre Arts & Neuroscience Minor: Entrepreneurship
* ACT: 36
* SAT: 1350

# WORK EXPERIENCE

# Marketing Assistant Director • Abby’s Place Assisted Living & Memory Care • Grand Prairie, TX, Summer 2016 – Summer 2019

* Assisted in the instruction of patients during the time spent within the office pertaining to their arrival and departure.
* Assisted in Sales, Branding & Retrieving clientele.
* Established, negated, and rearranged appointments for patients when requested.
* Responded to phone calls directed to the office and acquired and/or relayed information given.
* Recorded and distributed patient information and documentation through faxed and physical copies.

**Camp Counselor** • **Pine Cove: Camp in The City** • Columbus, TX, **Summer 2018**

* Greeted and engaged with elementary & middle school students: teaching them about Jesus Christ.
* Responsibilities include Child Care, Activity Forms, providing a safe environment for play.
* Experienced with videography, sound functionality for programming, administered staff relations.

# Retail Associate • Converse • Grand Prarie, TX, Summer 2017

* Responsible for driving selling efforts and customer relationships through excelling in customer service and selling techniques.
* Consistently performing to operational and merchandising standards.
* Ensure basic understanding of footwear, apparel and accessories.
* Responsible for creating a fun, energetic environment for the customer.
* Displayed knowledge and contribution of daily sales and KPI targets.

# DTLR • Ecommerce Digital Intern • Dallas, TX, Summer 2019

* Responsible for driving selling efforts and customer relationships through excelling in customer service and selling techniques.
* Consistently performing to operational and merchandising standards.
* Mastered and utilized Google Analytics to improve business opportunities
* Conducted research on designing market to bring effective growth in revenue.
* Challenged the status quo by aiding in design projects, advertisement, problem solving in marketing and layouts.

# LEADERSHIP

## **Baylor University National Pan-Hellenic Council**

* **Spring 2019-Spring 2020: Vice President** 
  + Responsible for assisting the President as requested and shall serve as liaison between all committees and the general body, with the exception of the Judicial Board.
  + Developing relationships with MGC and IFC greek organizations.

## **Baylor University Student Government. Fall 2017 – Present**

* **Fall 2017-Spring 2018: Freshmen Year Vice President** 
  + Develop and maintain positive relationships with the student body through availability, accountability, creativity, credibility, and confidentiality.
  + Responsible for assisting the Senators in the facilitation of strategic planning in the areas of their specific programming councils.
  + Establish methods for gathering information related to the student experience from students, in collaboration with the Student Body President, including: feedback loops and assessment of student programming and events.
* **Fall 2018-Spring 2019: Multicultural Diversity Committee**
  + Develop and maintain positive relationships with the student body through availability, accountability, creativity, credibility, and confidentiality.
  + Engage with other student organizations through listening tours in order to establish a better cause of unity and student representation across campus.
  + Provided opportunities for students to meet and engage with Baylor Faculty and Staff to bring upon topics and discussion on campus diversity.
* **Fall 2019-Spring 2020: Director of Diversity – Executive Branch**
  + Curator and Executive Producer of Listening Tour Telecast of Campus Cuts. Used to promote diversity among the student body and Baylor Faculty to facilitate engaging conversation and change on campus.
  + Provided opportunities for students to meet and engage with Baylor Faculty and Staff to bring upon topics and discussion on campus diversity.
  + Engage with other student organizations through listening tours in order to establish a better cause of unity and student representation across campus.

***Administration and Ministry Team Leader,* Baylor University, Fall 2018 - Present**

* Currently an administration and ministry team leader for the on-campus ministry, FaceTime with God.
* The administration team and I plan the weekly meetings and outside events for the organization, i.e., find speakers, create interactive activities, and collaborate with other organizations.
* The administration team shares information for the upcoming meetings to the ministry team and delegates jobs for each member.

# VOLUNTEER WORK/INTERNSHIPS

## Volunteer, **Chase Good Works, Fall 2015-Summer 2017**

* Traditional volunteerism with nonprofits in their region
* In-person or virtual skills-based volunteering.

## Volunteer, **Kate Ross Kings Club,** **Fall 2017**

* Assisted with the children’s group work and in teaching them how to solve problems and interact with their families and peers appropriately.
* Provided a safe and constructive environment for children on Thursday afternoons. volunteer you are responsible for the children’s safety

## Volunteer, **Mission Waco, Fall 2017 - Spring 2018**

* Commute to Mission Waco’s center weekly to spend time with the children and teens to display to them in which manner to be respectful and kind to their peers and adults.
* Portray myself as a positive role model for the children to look up to.

# *Tutor,* J.H. Hines School, Fall 2017 – Spring 2018

* Assisted in tutoring children in 4th and 5th in the subjects of Mathematics or English on a weekly basis.

*Volunteer,* **Boys and Girls Club, Spring 2018 - Present**

* Spend time with the children at the Boys and Girls Club in Waco, TX playing games, sports, and doing small art projects with them.

# SKILLS

*Computer skills*: Experienced in Microsoft programs such as PowerPoint, Excel, and Word.

*Interpersonal skills*: Experienced in communicating and working with people of all ages. Time Management & multi-tasking.

*Foreign Language:* French & Shona *–* Intermediate proficiency in reading, writing, and speaking.

## **ACTIVITIES**

* Alpha Phi Alpha Fraternity, Inc., Tau Alpha Chapter Member, Spring 2018 - Present
* Representative in the Black Student Coalition, Fall 2018 – Present
* Baylor University: Baptist Student Ministries – Brothers in Arms, Kate Ross Kings Club, Guatemala Mission Trip
* Baylor University MAPS (Multicultural Association of Pre-Health Students): General Member
* Baylor University Theatre: Druids General Member
* FaceTime with God Leader and Member, Fall 2017 - Present

# AWARDS & HONORS

* 2019 Baylor University Student Government: Student Involvement/Active Engagement Award Recipient
* 2019 Baylor University Academy for Leadership Development: Social Engagement/Award Recipient
* 2020 Baylor University Student Government: A.A. & Marjorie Hyden Endowed Scholarship Recipient