

Emmanuella Edoa, MBA

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EDUCATION

Master of Arts in Communication – Seton Hall University South Orange, New Jersey <i>Specialization in Public Relations</i> <ul style="list-style-type: none">GPA: 3.87	May 2023
Master of Business Administration (MBA) - Fairleigh Dickinson University, Teaneck, New Jersey <i>Specialization in International Business and Finance</i> <ul style="list-style-type: none">GPA: 3.68	May 2020
Bachelor of Science in Economics - Siena College, Loudonville, New York <i>Concentration in Real World Economics</i> <i>Minor in Journalism</i> <ul style="list-style-type: none">GPA: 3.33Economics International Honor Society (Omicron Delta Epsilon)International Honor Society in Social Science (Pi Gamma Mu)	May 2018

WORK EXPERIENCE

Graduate Assistant Seton Hall University South Orange, New Jersey <ul style="list-style-type: none">Provide immediate assistance to associate director in creating various volunteering programs onlineCreate and maintain captivating social media content including regular updates, videos, photos, and surveys for Facebook and Instagram pages.Handle organizational tasks including PowerPoint presentations, data entry analysis, website development, and collation of marketing materialsAssist with the implementation and assessment of assigned community projects and programsCreate banners for DOVE website including editing stories for length and retrieving and organizing accompanying imagesCorrespond with clients and faculty through email, telephone, or postal mail regarding a range of volunteer activitiesBuild positive and informative relationships with members, donors, staffs, and patrons to aid in increasing membership and knowledge of our services within the community	August 2021 – Present
Communication Intern Seton Hall University South Orange, New Jersey <ul style="list-style-type: none">Generated reports on Excel and PowerPoint to conduct trend analysis and research on competitors, identifying target audienceContributed to the development of visual communications products such as PowerPoint presentations, and other visual media including infographicsAssisted in planning, writing, and managing e-blasts and e-newslettersUpdated organizations website using WordPress with current events, relevant news, etc.Designed event program/fliers, graphics, and other marketing materialSimplified and maintained organizations social media presence, including daily monitoring, posting, scheduling, and reporting Facebook updates.	May 2022 – August 2022
Project Administrator AAPCO Southeast, Inc Concord, North Carolina <ul style="list-style-type: none">Assisted project manager in all administration functions and processesFacilitated development of project plans and manage them from inception to completionIssuance, management, and tracking of all master subcontracts, change orders, insurance, and other job-related documentsMaintained and update budget forecast as project progresses and assess possible project risks and setbacksMonitored every invoice to ensure payment according to terms of the contractSupervised and facilitate equipment and component installation to assure that every process is running according to OSHA standardsCalculated project metrics including quality assurance, profit, and lossesProvided recommendations and institute measures for improvement by modifications to existing work instructions	August 2020 – August 2021

Graduate Assistant | Fairleigh Dickinson University | Teaneck, New Jersey May 2019 – May 2020

- Provided immediate assistance to accreditation administrator when creating student profile sheets
- Ensured that graduate applications were processed in a timely and fluid manner by reviewing transcripts for pre-requisite courses and creating student files for graduate admissions committee
- Assisted faculty by performing mail runs and producing copies of various documents for them to fulfill other academic commitments
- Handled administrative tasks including preparing presentations, data entry, file management, and collation of marketing materials for open house
- Answered students' questions and worked as a connection between students and the professor

Siena College Research Institute | Telephone Interviewer | Loudonville, New York May 2015 – May 2018

- Explained survey objectives and procedures to diverse population of interviewees and interpreted survey questions to help interviewees' comprehension
- Obtained various specified information, such as a person's name, address, age, religious preference, and state of residency
- Contacted and recorded responses to questions covering politics, economics, and social issues
- Identified and resolved inconsistencies in interviewees' responses by means of appropriate questioning and explanation

Capital Roots Non-Profit | Food System Assessment Intern / Troy, New York May 2017 – August 2017

- Researched and provided information to help school districts in region determine feasibility of the Farm to School Program
- Forecasted, tracked, and analyzed marketing and sales trends regarding produce
- Created a cost benefit analysis of food produce to identify the most cost-effective way to supply to school districts
- Conducted interviews, surveys and analyzed data collected from local farmers interested in participating in the farm to school program

WVCR – The Saint (88.3) | Radio Broadcast Intern| Loudonville, New York December 2016 – May 2017

- Identified stations, introduced, and closed shows, using memorized or read scripts, and/or ad-libs
- Selected program content, in conjunction with producers and assistants, based on factors such as program specialties, audience tastes, and requests from the public
- Performed live Interviews with students and members of the local community
- Announced musical selections, station breaks, commercials, and public service information, and accepted requests from listening audience

AVI FOODSYSTEMS | Retail Associate & Food Service Worker | Loudonville, New York May 2015 – May 2018

- Operated the frontline cash register and offered exceptional customer service to guests and fellow staff members
- Initiated meal preparation and kept a record of food deliveries, food used and other relevant expenses
- Improved overall eating hall sanitation by assisting in the cleaning of 50+ tables and 10 food distribution lines per day
- Monitored and processed incoming cash flow for an average of 20+ hours per week, while providing white glove service to 50+ customers per day in the store
- Expanded interpersonal and professional communication skills through serving customers, working with peers, and following the directions of supervisors and managers

VOLUNTEER WORK

Beyond the Sanctuary Soup Kitchen

- Prepared and served meals to the homeless population

Million Reasons Inc

- Created engaging and educational exercises for students in grade 9th and 12th grade

Siena Athletics Girls Basketball Camp Coach (July 2014 – 2018)

- Motivated 150+ girls ages 8-18 years to increase their basketball skill performance and confidence

Gymrats Amateur Athletic Union Tournament staff member (May 2015-2018)

- Tracked 300+ individual player statistics during tournament games, resulting in 300+ accurate player evaluations

AWARDS & ACTIVITIES

- NCAA Division 1 Women's Basketball 2014-2020. Athletic Scholar 20+ hours per week
- Traveled extensively to 200+ gyms to compete in non-conference and Metro Atlantic Athletic Conference games
- Junior Arthur Ashe Scholar 2015 and 2016
- Named to the MAAC Academic Honor Roll (2015-2018)

- Named Siena College's Leo Dufort Student Athlete of the Month for December 2018
- Vicki Aromando Academic Excellence Award Siena College Women's Basketball

SKILLS

- Technical: Video Editing, Adobe, Final Cut Pro, WordPress, STATA, SPSS, Basic HTML, and iMovie
- Productivity Tools: Microsoft Outlook MS Word, Excel, and PowerPoint
- Bloomberg Market Concepts Certified
- Language: French (Beginner) Igala (Fluent)