

EDUCATION

Master of Business Administration

Contract Management
Strayer University

Bachelor of Science

Fashion Merchandising & Marketing
Eastern Michigan University

AREA(S) OF EXPERTISE

- ✓ Marketing
- ✓ Public Relations
- ✓ Strategic Planning
- ✓ Workforce Development
- ✓ Higher Education
- ✓ Nonprofit Governance

PERSONAL DEVELOPMENT

- ✓ College course in Cross-cultural Communications
- ✓ Diversity and Inclusion workshops
- ✓ Toastmaster International

SKILLS

- ✓ Training / Coaching
- ✓ Excellent Interpersonal Skills
- ✓ Team Player
- ✓ Organizational Skills
- ✓ Microsoft Office Suite

ON-CAMPUS INVOLVEMENT

Staff Council Representative

District - College of Law
Georgia State University
2019

Staff Development & Recognition

Committee Member

College of Law
Georgia State University
2017 – 2018

Angelia O'Neal, MBA

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PROFESSIONAL SUMMARY

10 years of demonstrated experience in public relations, event planning and marketing with proven results in increasing company revenue and successful coordination of major events and conferences.

WORK EXPERIENCE

Georgia State University - College of Law

Administrator

Atlanta, GA

June 2017 – Present

- Lead and Coordinate administrative projects for department
- Manage Department State and Foundation Budgets Expenditures of \$300K
- Manage up to five student lunch events each academic year servicing 500+ students, faculty and staff
- Assist with coordinating logistics for department conferences
- Responsible for managing department two-day Symposium to include: negotiating vendor contracts, managing event pre/ post-logistics and maintaining the event budget

M.E.N.S. Wear, Inc. (Making Employment the Next Step)

Georgia-Based 501c3 Nonprofit Agency

Douglasville, GA

Founder / President

- Managed a team of 10 staff, 25 volunteers and contractors
- Developed Personal and Professional Development Training Curriculum administered to 1,500+ individuals
- Managed key Intergovernmental Relationships, Employer Relations and Marketing Projects to leverage resources
- Worked directly with Business Leaders to identify Workforce Development and Training needs to help lessen Employer-Identified Skill Gaps

Hendon Properties

Atlanta, GA

Assistant Marketing Director

Feb. 2014 – Nov. 2015

- Increased company revenue 35% thru strategic Marketing, Public Relations and Relationship Building
- Coordinated and managed 50 volunteers for special events
- Maintained the Business-to-Business relationships with 100 Retailers and Restaurants in Atlanta Retail Mall
- Coordinated and planned 50th Anniversary Community-Wide Celebration for Shopping Center
- Trained all new hires on company policies and procedures for Customer Service Desk

CONTRACT INVOLVEMENT

Strayer University

Career Development
Student Success Week
Facilitator
2014 & 2015

**U.S. Department of Justice
National Institute of Corrections**
Employment Specialist Trainer
2010

**Boys & Girls Club of Metro
Atlanta**
College Bound Program
Facilitator
2007 & 2008

Fulton County Human Services
Career Readiness &
Life Skills Instructor
2006-2007

ACHIEVEMENTS / AWARDS

Featured Guest DCTV23
“Servings, Kitchen with a Cause”
Business Leadership— 2019

**National Points of Light Award
Recipient** – President George H.
W. Bush National Volunteer
Award – 2016

Featured Guest
CBS46 TV “Public Affairs of
Peach” and “Positively Georgia”
2015

Featured Guest
WSB TV Channel 2
“People 2 People”— 2013

ATL-CONNECT Radio
Talk Show Host & Production Manager
WAEC Love 860AM

Atlanta, GA
Sept. 2011 – Nov. 2016

- Interviewed local and national guests for talk shows including small business owners, authors, corporate and private business professionals, and community leaders
- Oversaw the creative development, design, production and distribution of marketing communication
- Assisted with producing shows that discuss current events taking place in the local community and nationally
- Responsible for reporting on-air local and national news stories

Strayer University
Academic Assistant to the Dean

Douglasville, GA
July 2012 – Dec. 2013

- Assisted in maintaining university policy and advising new and currently enrolled students
- Developed local marketing strategies to help increase enrollment
- Counseled and mentored students during enrollment process with academic programming and career planning
- Coordinated and promoted both on-campus and off-campus outreach projects and events

COMMUNITY ENGAGEMENT / VOLUNTEERISM

- Board Member Parental Engagement School Council
Mason Creek Elementary School – Winston, GA
- Member – Douglas County Chamber of Commerce
- Member – American Business Women’s Association – National &
Douglas County Charter Chapter
- Member – Zeta Phi Beta Sorority, Inc. – Phi Pi Zeta Chapter