Washington, DC, 20016 (808) 954-1341 amiahmarshall50@gmail.com

# Education

American University

College of Arts and Sciences — *Washington, D*C — May 2023

Bachelor of Arts in Performing Arts: Musical Theatre

Minor:Public Health

Howard University

*Air Force Reserve Officer Training — Washington, DC — May 2023*

Course: Aerospace Studies

James Campbell High School (JCHS)

*International Baccalaureate Program — Ewa Beach, Hawaii — May 2019*

Honors and Accomplishments:Valedictorian, Awarded Spanish Seal of Biliteracy

# Experiences

Deputy Commander

*Det 130 Honor Guard, Howard University — June 2020 to August 2020*

* Scheduled and facilitated honor guard events, practices, and meetings
* Introduced new organizational and record keeping practices with Google applications
* Transcribed, organized, and distributed meeting minutes.
* Composed documents such as memorandums and email correspondence regularly.

Ambassador

*JCHS Academy of Business, Agriculture, and International Baccalaureate* — August 2017 to May 2019

* Interacted with company business leaders during meetings and events
* Launched new recruitment efforts alongside a team
* Established new presentations and promotion materials using Google applications
* Augmented overall program recruit numbers by 100%

Sales Associate

*Kula Threads, Honolulu — August 2017 to May 2019*

* Performed opening and closing procedures independently
* Completed inventory and order forms
* Maintained building operations and storage area inventory independently
* Performed as a cashier who hand wrote receipts for cash, check, and card transactions

# Skills

## Office Skills

* Adept with Microsoft Office (Excel, PowerPoint, etc.) programs, Prezi and Google applications
* Familiar with office equipment: printers, telephones, and cash registers
* Efficient typing skills

## Educational Skills

* Adept at basic statistics, probability, and basic arithmetic calculations
* Experienced in completing extensive public health research