**STACEY BOATENG**
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**EXPERIENCE**

Radford University Department of Political Science– Radford, VA                                         August 2016- May 2017

**Lead Intern**

* Supervised tasking and responsibilities of two other interns
* Developed proficiency in the use of Microsoft Word, PowerPoint, and Excel
* Oversaw the organizational planning and facilitation of the campus Political Science Day to help students better understand the Political Science major and postgraduate career options
* Served as a trusted agent of the department’s professors in regards to copying and facilitating student exams
* Assisted the department’s professors with a variety of clerical tasks, fielding general questions from students, and referring to students to the advisor's best suited for their situation
* Helped with search for Constitutional Law professor by organizing drop box applications

Smithsonian National Museum of African Art – Washington D.C.                                         January 2017

**Advancement Intern**

* Acquired a working knowledge of museum advancement including cultural change advocacy, ensuring the organization’s outreach programs and donor experience created meaningful pathways for involvement in the organization’s mission, and development of fundraising programs in support of annual operations, capital improvements, endowment growth, acquisitions, and special projects
* Assisted three supervisors in organizing donor lists and compiling biographies

Legacy Financial Mortgage Company – Woodbridge, VA                                                      July 2016- October 2016

**Intern**

* Provided Red Team inputs to the organization’s main website and Facebook page ensuring they aligned with the organizational objectives, evaluating their aesthetic features, and wereuser friendly
* Assisted CEO with business outreach by contacting past clients and gauging their interest in refinance
* Addressed questions and concerns of clients
* Maintained a Microsoft Excel client information database

Smithsonian Office of Contracting and Personal Property Management – Arlington, VA      June 2016- August 2016

**Policy Analyst Intern**

* Assisted with several contracting and policy making projects
* Contributed to the design and editing of a department’s newsletter
* Edited and proofread policies for supervisors and helped design policy training courses using Adobe Captivate. In charge of mailing out certificates to those who completed the training course
* Gained knowledge about museums and how financial negotiations are organized

TJ Maxx– Woodbridge, VA                                                                                                       June 2011- January 2016

**Customer Service Associate**

* Identified and assessed customers’ needs.
* Provided accurate information using preferred organizational customer service methods
* Built sustainable relationships of trust through open and interactive communication

Donna Karan New York – Woodbridge, VA                                                                             May 2013- December 2014

**Sales Associate**

* Responsible for direct sales of company merchandise to high net worth of clients.
* Built sustainable relationships of trust through open and interactive communication.

**LANGUAGE SKILLS**

* Proficient in Twi (West African Dialect)
* Conversational in Russian
* Conversational in French

**COMPUTER SKILLS**

* Adobe Captivate
* Microsoft Office Suite (Word, Excel, Powerpoint)

**ANALYTICAL SKILLS**

* Research
* Monitoring trends
* Collecting and compiling information
* Policy Examination

**EDUCATION**
**Radford University** – Radford, VA                                            May 2017

Bachelor of Arts in **Political Science,** Minor in **International Studies**