

# Amani Jaramoga

New Haven, CT  
[ajaramoqa@aol.com](mailto:ajaramoqa@aol.com)  
+1 212 602 1823

I am a dedicated and accomplished individual with a passion for community engagement and empowerment. With a diverse educational background including studies at Arizona State University and the prestigious David Geffen School of Drama at Yale University, I have honed my skills in communication, leadership, and creative problem-solving. My commitment to community involvement spans several years, and I have had the privilege of serving in various capacities that reflect my dedication to positive change. As Miss Black CT USA '22, I had the opportunity to advocate for issues important to our community, amplifying voices and effecting meaningful change. Being recognized as a Goldman Sachs Emerging Leader and a participant in the L'Oreal Diverse Leaders program has further enhanced my ability to lead and contribute effectively. Additionally, I take immense pride in being the youngest recipient of the Customer Service Award at Quinnipiac University, a testament to my unwavering commitment to delivering exceptional service.

One of my most cherished accomplishments is founding and presiding over the Sunshine Society at Arizona State University. This women's empowerment group has grown to include over 100 members internationally, providing a platform for women to support and uplift one another. I am eager to bring my unique blend of experiences, skills, and passion to the boards and commissions in the City of New Haven. With a strong foundation in community service, a commitment to diversity and inclusion, and a track record of leadership, I am excited about the opportunity to contribute to the betterment of our city.

Authorized to work in the US for any employer

## Work Experience

---

### **Accounting Secretary**

Quinnipiac University

- Acted as a receptionist by meeting and/or greeting clients
- Processed work orders as well as student worker paperwork
- Coordinated with SGA to safely distribute and monitor the Student Government purchasing card or respective payment method and keep an accurate account of all financial transactions
- Coordinated with SGA to keep funded student organizations abreast of their financial situations
- Assisted SGA in the creation of budget recommendations for presentation to the student senate, executive board, and student body following finance committee approval
- Worked with SGA to coordinate all spending by student organizations and manage/keep records of all financial transactions
- Worked directly with SGA members to support and implement programs, events and initiatives
- Generated reports as requested and as necessary
- Attended meetings at the discretion of the SGA President & Office of Campus Life
- Completed other duties as assigned by the SGA Executive Board and Office of Campus Life
- Maintained diaries and arranging appointments

- Organized and serviced meetings (producing agendas and taking minutes)
- Managed databases
- Prioritized workloads
- Implemented new procedures and administrative systems
- Coordinated mailshots and similar publicity tasks
- Logged or processed bills or expenses

### **Casting and Marketing Assistant**

MGF Model and Talent - Remote

- Scheduled and coordinated talent auditions with agents and managers
- Videotaped and read with talent during auditions
- Attended plays, showcases, and comedy performance researching new talent
- Executed script breakdowns
- Helped to advertise, organize, and facilitate feature film casting calls
- Updated and maintained actor talent database
- Projects: Stranger Things (TV Show); Black Panther (Feature Film), Dynasty (tv show), The Darkest Minds (Feature Film),
- Black Lighting (tv show), Candy Jar (Film), Migos (music video)

### **Administrative Assistant**

City of New Haven Board of Education

- Provided administrative support for various customers, faculty and staff members
- Answer and directed high volume of phone calls pertaining to inquiries, scheduling etc.
- Provided high levels of customer service during all interactions
- Analyzed administrative policy and operational issues, interpreted laws and regulations, evaluated alternatives, and developed recommendations for effective resolution of issues and priorities.
- Researched, compiled, summarized, prepared and maintained informational and statistical data.
- Reviewed and analyzed issues and developed recommendation for managing issues.
- Adapted to changes in direction
- Understood, and applied relevant rules, ordinances, codes, regulations, policies, procedures, administrative orders and other governing regulations.
- Planned, prioritized and completed assignments with minimum supervision
- Wrote professional reports and correspondence from brief instructions.
- Established and maintained effective working relationships with co-workers, clients, general public, elected officials, regional government agencies, special interest groups, and advocates.
- Responded tactfully and courteously with people seeking information about HEPS functions and activities
- Dealt tactfully and courteously with people seeking information about HEPS functions and activities

### **Application Analyst**

Yale University

- Answers telephone calls and assess urgency of call. Provides assistance or directs caller to appropriate person, contacting physician/nurse directly for urgent needs. Provides assistance to other receptionists in screening patient calls.
- Provides specialized information related to section, policies, procedures, insurance and services. Assists patients with the completion of forms.
- Builds monthly provider master schedules and clinic calendars from established sources and verifies provider sessions worked. Modifies master schedules to accommodate time off, extra patients, hospital emergencies, etc. Creates patient bump lists as necessary due to last minute provider call outs.

- Schedules patient appointments and resolves scheduling conflicts. Notifies patients of changes/cancellations and prioritizes urgency of appointments for rescheduling. May schedule patients into clinical research studies.
- Receives patients and visitors. Secures names and needs and directs accordingly. Updates patient information and verifies insurance information, level of services and tracks referrals when necessary. Initiates billing process by completing patient encounter forms and accepts and processes fee for service payments.
- Books diagnostic tests and specialized appointments for patients at hospitals and other medical facilities and ensures patients are provided with necessary paperwork and specialized instructions for procedures.
- Schedules surgical procedures for patients.

## **Entrepreneurship Catalyst**

Arizona State University - Remote

- Offer support for students interested in entrepreneurship opportunities.
- Guide students, faculty, and staff to entrepreneurship resources through one-on-one or group meetings, providing information regarding relevant resources.
- Create and promote entrepreneurship opportunities to students at an assigned ASU campus location and/or online.
- Work on special team projects related to student engagement and success with entrepreneurship and innovation focus.
- Develop relationships to promote and communicate entrepreneurship opportunities. Support storytelling efforts and create content, via blogs, social media and other channels to highlight entrepreneurial stories and opportunities.
- Participate in regular meetings and maintain ongoing communication with supervisors, collaborators and team members.
- Document interactions and report outreach/engagement efforts .
- Value inclusivity and connect with various groups of people across ASU.

## **Enrollment Operations Assistant**

Albertus Magnus College - New Haven, CT

- Answers all incoming calls to the college's main phone line, ensuring callers are provided with accurate information and properly transferred to the appropriate department.
- Welcomes all guests to Mound Hall and manages building traffic. Receives deliveries, greets walk-ins and arranges counselor meetings and/or tours, and supports all departments by courteously assisting meeting attendees upon their arrival.
- Assists the Enrollment Coordinator in processing both physical and digital application materials. Downloads/uploads files, scans documents, performs data entry, files documents, obtains signatures, tracks paperwork, and processes mailings.
- Schedules appointments and tours for prospective students and parents. Coordinates with Athletics or other departments as needed.
- Processes and records all invoices/requisitions as they are received and submits to the Business Office or Purchasing Department for payment.
- Maintains the Office of Admissions shared calendar and monitors the admissions email inbox.
- Oversees inventory control, purchasing, and maintenance requests for all office supplies and equipment, in coordination with Purchasing and Information Technology Services.
- Provides phone coverage for the President's assistant as needed.
- Provides clerical support to the President's assistant, VP of Enrollment Management, the Office of Admissions, and the Enrollment Operations team.

- Opens the front office in the morning, secures the office in the evening, and notifies security of any issues.
- Attends and works during department events, such as Open Houses, Accepted Student Days, and Registration Days. Occasional weekend or evening hours are necessary during special events.

### **Program Assistant**

Community Resources for Justice - New Haven, CT

- Check in all clients and visitors, including obtaining insurance information.
- Responsible for incoming calls and assist with the upkeep of program group scheduling.
- Maintaining electronic and physical files, responsible for data entry Contractor Data Collection System (CSDS) case notes, attendance, and group rosters.
- Provide administrative operations support to BH Program Director, DV Program Director, Program Coordinator and DV Intake Coordinator.
- Will work closely with the clinician to assist clients in accessing with various community resources including assisting with benefits applications.
- Adheres to best practices related to gender responsive and trauma informed strategies.
- Assists in the development of adequate data management protocols.
- Cultivates and maintains professional relationships with community partners to facilitate referrals of clients and build a supportive network/partnership.
- All other duties as assigned by the BH Program Director, DV Program Director, Senior Program Coordinator, and Program Coordinator.

### **Holiday receptionist**

WTNH - New Haven, CT

- Answer Phones
- Receive Guests and Vendors
- Assist other departments with various duties.

## Education

---

### **Certificate in Costume Technology**

Yale University

August 2023 to Present

### **Bachelor's in Communications**

Arizona State University

September 2020 to June 2023

## Skills

---

- ADP
- CREATIVE THINKING
- TIME MANAGEMENT
- MICROSOFT OFFICE
- GOOGLE SUITE
- Accounts Payable

- Microsoft Office
- Microsoft Word
- Microsoft Powerpoint
- chrome river
- Financial Services
- Analysis Skills
- Budget Management
- Data Entry
- Billing
- Scheduling
- STRATEGIC PLANNING
- Photography
- Databases
- Account Management
- Event Planning
- Live Chat
- Social media management
- Project management
- Leadership
- Research

## Awards

---

### **Quinnipiac University's Customer Service Award**

July 2019

### **Goldman Sachs Emerging Leader**

March 2021

A series is designed for students of color from all fields of study who are curious about a career in one of Goldman Sachs' revenue producing divisions and are focused on learning more about this path. Selected applicants will have the opportunity to join us for an immersive and interactive two-part experience.

### **L'Oreal Diverse Leader**

January 2023

The L'Oréal USA Diverse Future Leaders Fellowship aspires to develop a unique community of diverse students from across the USA and provide them access, education, and mentorship within the business world through this professional development-based program.

## Groups

---

### **Founder/President of the Sunshine Society at ASU**

Present

# **Student Government**

Present

## Additional Information

---

### Volunteer Work

- United Way of Greater New Haven
- Ronald McDonald House of Connecticut

### References

- Michelle-Lynn 770-790-1389
- Stephen Jefferson 203-605-8295
- Bailey Grading 480-884-1796