

SASHA-LEE SOMMERS

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Professional Summary

I am a structured, highly organized, proactive and flexible academic professional with strong critical thinking and planning abilities. Over a period of 6 years working with students, I have proven success in fostering student learning through creative and innovative curriculum delivery methods and active engagement with the student body. I am highly effective at conflict resolution, knowledgeable about quality assurance and training, hardworking and reliable with an excellent attention to detail.

Skills

- Student Counseling and Support
- Curriculum Development and Program Coordination
- Conflict Resolution
- Expertise in Human Resource Management
- Competent Teacher
- Computer Proficient
- Effective Time Management
- Strategic Planning
- Excellent Work Ethic
- Motivated Team Player

Work History

Lecturer

Colbourne College

Jan 2018 - Current

Kingston , Jamaica

- Created lecture presentations for both online and in-class environments.
- Selected material relevant to each course of study and presented in an engaging fashion.
- Designed course materials, including syllabi, writing assignments and exams.
- Utilized innovative methods of instruction, including video, interactive class activities and discussions to present course material.
- Successfully improved student participation in the classroom through integration of creative role-playing exercises.

Co-Founder

RYDE South Florida

Nov 2017 - Current

Plantation, Florida

- Developed and executed marketing programs and general business solutions resulting in increased company exposure, customer traffic, and sales.
- Implemented Google Campaigns and SEO for the business website.
- Tailored sales approaches and techniques to specific client needs to increase marketing effectiveness.
- Developed print materials such as brochures, banners and signs.
- Coordinated content, designs and periodic updates to the company website.

Associate Director Of Student Services

The American Institute Of Management Science

Feb 2016 - Current

Plantation, Florida

- Developed tutoring program to help students excel in their studies.
- Implemented retention strategies to improve outcomes.
- Monitored curricula and course sequencing.
- Supported student social, emotional and academic development.
- Met with parents to resolve conflicting educational priorities and issues.
- Facilitated group sessions and provided one-on-one support.
- Corresponded with clients through email, telephone or postal mail.
- Documented student attendance and progress against goals.
- Developed program to work with students and increase interest in higher learning.
- Provided guidance and recommended coping mechanisms for students dealing with difficult issues.
- Monitored student performance, including developing performance improvement plans and recommending achievement awards.
- Provide instruction, coaching and motivation to all student service officers.
- Directed training of new team members and mentored each to promote productivity, accuracy and friendly service.

Student Services Coordinator

Jan 2015 - Jan 2016

The American Institute Of Management Science

Plantation, Florida

- Supported student social, emotional and academic development.
- Organized grade records to increase reference speed.
- Documented student attendance and progress against goals.
- Answered inquiries and addressed, resolved or escalated issues to management personnel to ensure student satisfaction.
- Observed individual behaviors and suspect actions, and reported issues to supervisory staff.
- Corresponded with students through email, telephone or postal mail.
- Worked closely with students to identify their needs and challenges and solutions.

Co-Founder

Nov 2013 - Current

MaxySamy

Kingston, Jamaica

- Credited for playing key role in generating \$1 million within 36 months of operation.
- Performed competitor bench marking analysis and identified savings opportunities and potential product and service enhancements.
- Resolved all customer complaints in a professional manner while prioritizing customer satisfaction.
- Developed and executed marketing programs and general business solutions resulting in increased company exposure, customer traffic, and sales.

Personal Assistant To The Director Of Programs

Sep 2012 - Dec 2014

Colbourne College

Plantation, Florida

- Oversaw personal and professional calendars and coordinated appointments for future events.
- Organized and attended meetings, including compiling all documents and reports ahead of time.
- Filed paperwork and organized computer-based information.
- Coordinated events and worked on ad hoc projects.
- Answered a high volume of phone calls and email inquiries.
- Entrusted to handle confidential and sensitive situations in a professional matter.

Education

MBA: Business Administration

2018

University Of Northampton

United Kingdom

- Dissertation: Leading Sustainable Systems: A Strategic Human Resource Management Approach

Bachelor of Arts: Business Management

2016

University Of Worcester

United Kingdom

Postgraduate Diploma: Strategic Management And Leadership

2014

Colbourne College

Kingston, Jamaica