

NiQiana Chukura

Tampa, FL 33615
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Education

Creative Writing | MFA

February 2019 • Full Sail University • Winter Park, FL

Criminology | BS

December 2014 • The University of Tampa • Tampa, FL

Film Studies | Minor

December 2014 • The University of Tampa • Tampa, FL

Employment History

Graphic Designer and Website Manager

July 2020 - Present • The Prep of South Tampa • Tampa, FL

- Visualize and create graphics including illustrations, logos, layouts, photos, flyers, signs, and brochures to attract attention to the business.
- Maintain a cohesive design for the company's website. Keeping the site current and appealing. Create a new site to be mobile friendly.

Membership Coordinator

June 2020 - May 2021 • The Prep of South Tampa • Tampa, FL

- Maintain confidentiality and memberships, determine member eligibility, file documents, and data entry.
- Career Advancement May 2021: Front Desk Lead; train and supervise front desk employees, manage employee schedules, supervise day-to-day operations, and supervise finances.

Assistant Director - Front Desk

June 2019 - July 2020 • The Prep of South Tampa • Tampa, FL

- Manage calendars, make reservations, track rentals, track earnings, and data entry.

Child Care Assistant

March 2012 - Present • Palma Ceia Golf and Country Club (Kinder Klub) • Tampa, FL

- Develop and implement activities for children, write and edit Klub policies and procedures, maintain confidentiality, determine member eligibility, file documents, make reservations, data entry

Photo-Ops Assistant

July 2015 – July 2019 • Imaginarium (Tampa Bay Comic Con) • Tampa, FL

- Attend to talent, assign roles to staff and volunteers within the studio area, crowd control, ticket counting, ticket recording, supply inventory, and data entry
- Career Advancement: Hired to a staff position after recognition for excellent performance as a volunteer August 2014

Skills

- | | | | |
|--------------------------|--------------------------|-------------------|-----------------------|
| • Ability to Adapt | • Final Draft | • Motivated | • Scheduling |
| • Apple iOS Applications | • Garage Band | • Multitasker | • Self-Starter |
| • Confidentiality | • Google Applications | • Organized | • Social Media Set-Up |
| • Creative Writing | • Graphic Design | • Passionate | • Squarespace |
| • Customer Service | • iMovie | • Phone Etiquette | • Team Player |
| • Data Entry | • Innovative | • Photoshop | • Time Management |
| • Detail Oriented | • Leadership | • Proactive | • Web Design |
| • Final Cut Pro | • Microsoft Office Suite | • Research | • WiX |

Volunteer Work

Casting Call

October 2014 • The University of Tampa • Tampa, FL

- Assist with sign-in, assist with readings, assist actors to find the correct sides, record notes on actors

Reading Pal

August 2014 – June 2015 • Reading Pals of United Way • Tampa, FL

- Assist 1st through 3rd graders with their reading