

# Vemetria Monroe

SAGE Scholar

## EDUCATION

UNIVERSITY OF CALIFORNIA AT BERKELEY

Sociology major, Expected Graduation: 2009

## SUMMARY of QUALIFICATIONS

- Incomparable time management and communication skills
- Adept in functioning independently as well as collaborating diplomatically with others
- Possess the ability to decipher and resolve problems logically and conceptually
- Successful experience in marketing, promotion, and creatively generating new ideas and solving problems
- Establish instant rapport working with diverse group of individuals

## EMPLOYMENT HISTORY

- 2008-2008 **HR/ Training Intern** PROVIDENT CREDIT UNION, Redwood Shores, CA  
Arranged, planned, and facilitated assigned Human Resources and Training projects  
Obtained, organized, and developed materials to assist in developing Provident employees  
Assisted in compiling reference materials, creating training documents, and sending off communications
- 2007-2008 **Event Coordinator** PROFESSIONAL DEVELOPMENT PROGRAM, Berkeley, CA  
Planned and executed events for the Berkeley SAGE Scholars Program  
Communicated with high level business professionals to obtain successful outcome of events
- 2006-2007 **Unit Marketing Assistant** CAL HOUSING AND DINING SERVICES, Berkeley, CA  
Coordinated, developed, and advertised special events for campus housing and dining  
Designed and produced flyers and advertisements for special events  
Maintained responsibility for updating student suggestions on database
- 2005-2008 **Mentor** MARTIN LUTHER KING MIDDLE SCHOOL, Berkeley, CA  
Assisted young adults in communication and working as team members  
Aided in preparation and implementation of educational activities for young adults  
Effectively communicated with young adults' parents about academic developments

## LEADERSHIP EXPERIENCE

Student Achievement Guided by Experience (SAGE)

**SAGE Scholars Program/ Berkeley, CA**

- Adapted strong public speaking and presentation skills
- Attained corporate professional development and communication skills through Haas Business course

African American Student Development Office (AASD)

**Chairperson/ Berkeley, CA**

- Publicized African American Theme Program Research Symposium
- Collaborated in the preparation of Black Senior Weekend Event
- Systematized and performed in the AATP Research Symposium

African American Theme Program (AATP)

**Secretary/ Berkeley, CA**

- Operated, communicated, and analyzed AATP activities and programs to UC Berkeley community
- Implemented AATP meetings regarding program development

Black Recruitment and Retention Center (BRRC)

**Berkeley, CA**

- Corresponded with high school seniors about attending UC Berkeley
- Formulated and maintained positive relationships with high school seniors

## HONORS

Los Angeles International Airport Kiwanis Club Scholarship, Southern California Gas Company and Mayor Larry Guidi Scholarship