

CYDNEY G. HALL

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WORK EXPERIENCE

Team Catalyst

Healing Centered Restorative Engagement LLC., Detroit, MI

October 2023 - Present

- Design, edit, and maintain corporate website
- Responsible for communications, marketing and related social media strategies and execution
- Manages all administrative and logistical aspects of day-to-day corporate operations

Private Nanny

Detroit, MI

June 2023 - September 2023 (Full-time)

- Nanny for 2 children; 4 & 6 years old, including: supervised playing, feeding, and cleaning.
- Organized field trips and weekly learning objectives.

Office Manager

University of Michigan-Dearborn, Dearborn, MI

January 2022 - May 2023

- Managed the Office's front desk operations, assisting all clients, and serving as an initial contact for referral to appropriate campus resources.
- Developed and maintained relationships with external stakeholders, students, community members, etc. by providing customer service and support in-person and electronically. Utilize Salesforce as a main communications tool.
- Assisted Student Life professional staff with programming by brainstorming, proposing ideas, and supporting program facilitation.
- Worked as a collaborator in and organizer of major events including Welcome Day, Student Leadership Awards, Homecoming Week, etc.
- Supported Student Life initiatives through strategic outreach, marketing, and events management.
- Maintained department website, social media, office bulletin boards and display cases.
- Created and updated process documents related to Office procedures and policies.
- Managed Office storage rooms, inventory supplies, and ensure tidiness of all spaces. Clean and restock break area.

- Responsible for student employee training and onboarding process; schedule student employee work hours. Created training materials for student employees.
- Lead professional staff and whole team meetings; create detailed meeting notes.

Research Assistant

The College of Wooster, Environmental Studies Department, Wooster, OH
May 2021 - August 2021 (Summer Internship Full-time)

- Worked for the Department of Environmental Studies – under the supervision of Dr. Carlo Moreno, entomologist and agro-ecologist.
- Provided research assistance, including surveying and collecting data; scouted insect egg scars; took soil samples; measured soil temperatures and their effect on lavender growth; collected carrot weevil beetles from parsley fields for doctoral research.
- Performed research analysis and identification of insect orders and sexes in the lab, including organizing data in spreadsheets; and carried out routine administrative duties in a timely fashion.

Private Nanny

Farmington Hills, MI
May 2020 - August 2020 (Full-time)

- Nanny for 4-year old child, including: supervised playing, feeding, and cleaning.
- Organized field trips and weekly learning objectives.

Teaching Apprentice

The College of Wooster, Sociology Department, Wooster, OH
August 2019 - December 2019 (Part-time)

- Worked for the Department of Sociology and Anthropology as an undergraduate teaching assistant for Dr. Thomas Tierney in a First Year Seminar course.
- Planned class schedules; prepared homework assignments; served as peer mentor to first year students; tutored students on coursework; and helped review student assignments.

After School Program Coordinator

YMCA, Wooster, OH
August 2019 - December 2019 (Part-time)

- Oversaw Wooster City's Schools' elementary students, ages 5-12. Conducted after school programs, including: organizing indoor and outdoor play; supporting homework activities; distributing snacks; and cleaning facilities.

Associate Sales Clerk

Kohl's, Clothing Department, Novi, MI

June 2019 - January 2020

- Core member of the men's, women's and junior's clothing department team. Responsible for assisting customers; maintaining an organized and well-displayed department; received Amazon returns and processed them for shipping; managed cash registers and balanced related funds.

Junior Director of Youth Enrichment

Summer In The City, Detroit, MI

August 2017 - August 2018 (Part-time to Full-time)

- Planned summer programming with lead director of youth enrichment throughout the year in preparation for summer 2018. Collaborated with community partners and organizations to create programming for 8 field trip events.
- Oversaw five 8-week summer camps in Detroit, Michigan. Traveled between campsites to oversee the success of everyday operations.
- Hired, trained, and oversaw camp staff members. Organized, planned, and ran internal and external meetings. Planned 8 field trips for all five summer camps.

Head Camp Counselor

Summer In The City, Detroit, MI

Summer 2017 (Full-time)

- Oversaw 60+ children Kindergarten – 8th grade at Pasteur Elementary School. Organized camp schedules. Supervised camp counselors. Managed and directed volunteers.

Camp Counselor

Summer In The City, Detroit, MI

Summers 2015 & 2016 (Full-time)

- Oversaw 2nd and 3rd graders at Delray Neighborhood House. Organized and planned group activities.

In-Shop Worker

Jimmy John's, Novi, MI

December 2015 - June 2017 (Part-time)

- Part-time In-Shop Worker – prepared sandwiches, cleaned shop, and responded to customers.

EDUCATION

Bachelor of Arts in Sociology, The College of Wooster, Wooster, OH

Fall 2017 - Winter 2021

- Completed 71 page senior thesis entitled “Trying to “Do No Harm”: Empathy’s Relationship with Medical Education”
- Served on the executive boards of Wooster Volunteer Network and the Black Student’s Association. Served as Delta Theta Psi Sorority’s new member educator and Public Relations Chair. General member of Fighting Scots Dance Team.

Diploma, Northville High School, Northville, MI
September 2013 - May 2017

- 5 International Baccalaureate, 4 Honors, and 2 Advanced Placement courses. Member of the Northville Varsity PomPon team for 4 years and captain for 2 years.

SKILLS AND ASSETS

<ul style="list-style-type: none"> • Highly Organized • Strong Leadership Experience • Creative and Critical Thinker • Project Management 	<ul style="list-style-type: none"> • Exemplar Communicator • Proficiency in Google Workspace, Microsoft Suite, and Salesforce
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ACTIVITIES AND INTERESTS

<ul style="list-style-type: none"> • Volunteering and community service—over 500 documented hours of community service, including, but not limited to: volunteering at food pantries, senior living centers, youth camps, music festivals, and animal shelters. 	<ul style="list-style-type: none"> • Hobbies: Reading, Crafting, and Dancing • Interests: Sociology, Art History, Education, Social Justice and Advocacy, and Film.
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REFERENCES

Allison Kinsey, University of Michigan-Dearborn, Supervisor and Assistant Director
 570-394-2049, alkins@umich.edu

Sharah Hutson, College of Wooster Graduate, Black Student’s Association Executive Board Member
 404-384-7708, sharahhutson@gmail.com

Lucas Stengl, Co-Worker at the College of Wooster
 513-389-6842

Julie Colbath, University of Michigan-Dearborn, Co-worker
 586-365-8143, jcolbath@umich.edu

Aviv Lis, Summer in the City: Detroit, Co-worker and Advisor

248-301-5110

Dr. Carlo Moreno, Professor and Employer at the College of Wooster

202-368-4952

Dr. Thomas Tierney, Professor, Senior Thesis Adviser, and Teaching Apprentice Supervisor at The College of Wooster

330-464-6996