

PAMELA J. MOSES

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PROFESSIONAL SUMMARY

Objective To utilize my professional skills to attain gainful employment with a company that offers opportunity and promotes growth in a professional an intercultural diverse setting. Organized and efficient employee who is highly skilled in office administration, community organizing, data research, proofreading, database management and word processing.

A consultant who is accomplished at transposing large amounts of data with accuracy and speed. Highly organized and detail-oriented. Results-oriented data entry professional with 20 years managing clerical, communication and project management tasks in corporate environments. Results-oriented data entry professional with 7 years managing clerical, communication and project management tasks in corporate and non-profit environments.

PERSONAL INFORMATION

Professional Writer, Screen Plays, Grant Writer, and Music. My fields include but are not limited to Public Speaking Extensive Creative Writing, Entertainment, Publishing, & Music. Entertainment Awards Female Artist of the Year Nominee. My personal and professional characteristics can be summarized as Hardworking, Driven, Professional, Punctual, Reliable, Trustworthy, Innovative, Industrious, Loyal, Team-Player, Motivational.

SKILLS

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| <ul style="list-style-type: none">● Billing and collection procedures● Expert in community organizing and development● Records management in policies and procedures● Composed and professional demeanor● Research and data analysis● Office management professional● Excellent Problem Solver | <ul style="list-style-type: none">● Resourceful and reliable worker● Close attention to detail● Adept multi-tasker● Office support (phones, faxing, filing)● Excellent verbal communication● Word processing 48 WPM typing speed● Database management● Articulate and well-spoken● Proofreading |
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INTERESTS

TN Higher Education Committee Scholarship, 1997-1999 Professional, and Community Memberships, Black Lives Matter, Coalition of Concerned Citizens, Project South, South By South, Our Democracy, ASCAP Member, Women's March, Campaign Non-Violence, US Human Rights Network, NAACP, Grammy Foundation, Urban League, Memphis Music Foundation, and Girls INC.

WORK HISTORY

Creative Director, 01/2003 to 04/2004

Hair Wars US Tours – Detroit, MI

- Pre-Show and Post-Show Marketing
- Administrative Duties
- Spearheaded cross-functional initiative to achieve promotions.

Volunteer, 01/2005 to 01/2007

- Boys Scouts of America – Jackson, TN
 - Fire Fighters and Police Athletic League City Games.
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Professional Experience

Assistant Marketing Manager, 03/2004 to 01/2005

Market Quest – Detroit MI

- Marketing Research, Advertising, Product Management and Development.

Customer Service Representative, 02/1998 to 01/2000

Dial America – Knoxville, TN

- Assist Customers, Telemarketing.

Cashier, 02/1995 to 03/1997

Walgreens – Memphis

- Greeting Customers.
- Third Key Retail Associate

CEO, 01/2005 to Current

LIBK Records – Memphis, TN

- Strengthened company's business by leading the implementation of music development.
- Interpreted and modified music to personalize performances.
- Organized 6 shows and recitals each year, including booking musicians.
- Selected music carefully in order to achieve a balance of Hip Hop and Pop styles.

Consultant,

Red Sea Consultants – Memphis, TN

- Research legal documents such as briefs, pleadings, appeals, wills, and contracts.
- Assisted in complex intellectual property litigation through discovery, trial, and extensive client/expert contact.
- Organized and completed legal law libraries, documents, and case files.

Founder, 2014

Black Lives Matter – Memphis

- Served as liaison for city with professional, business and civic groups, community organizations and individuals.
- Gathered and analyzed cultural, educational, social and demographic data about the community to guide local program development.
- Drafted press releases, catalogs, brochures and public service announcements to promote programs.
- Developed innovative programs and activities based on analysis of community needs and interests.
- Publicized community services to maintain positive public relations with community members.
- Recruited community members for projects and activities.

- Attended 30 community service project-related professional conferences and meetings each month.

Founder, 2018

Rise Up America Inc. 501 C-3 Non-Profit Organization.

- Historical Cultural Community Development Organization.

EDUCATION

Bachelor of Arts: Political Science, 2000

University of Tennessee - Knoxville, TN

- Student government representative
- Recipient of THEC Scholarship
- Coursework includes Speech and Communication, Sociology and Psychology
- Continuing education in Minor African Studies
- 3.5 GPA

Master of Arts: Master's Of Intercultural Studies, 2007

Union University - Jackson, TN

- 3.0 GPA
- Continuing education in International Business

LANGUAGES

Bilingual fluent in both English and Spanish.

AFFILIATIONS

ASCAP

ADDITIONAL INFORMATION

- Professional Writer, Screen Plays, Grant Writer, and Music.
- My fields include but are not limited to Public Speaking Extensive Creative Writing, Entertainment, Publishing, & Music.
- Southern Entertainment Awards Female Artist of the Year Nominee.
- My personal and professional characteristics can be summarized as Hardworking, Driven, Professional, Punctual, Reliable, Trustworthy, Innovative, Industrious, Loyal, Team -Player, Motivational, Enthusiastic, and Compassionate.
- Awards: TN Higher Education Committee scholarship, 1997-1999
- 6 Times ASCAP Plus Award Winner
- Professional and Community Memberships ASCAP Member, NAACP, Grammy Foundation, Urban League, Memphis Music Foundation, Personal Interests Fundraising Party Planning, Indie Film Memphis Volunteer, Crocheting, Tennis, Golf.

References available upon request.