

Latavia (Tavia) Mitchell

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Education: College of Charleston/ Graduation Date: May 2019

Degree: Bachelor of Arts- Arts Management (Non Profit & For Profit) /Minor: Music Industry

Relevant Courses: Zoology, Biology, Accounting, Business Law, Economics, Management, Marketing, Sales, Partnerships and Relations, Non profit orgs.

Professional

Mako Medical, Molecular Lab associate/Lead Site coordinator, June 2021- Present

- Accessioning, Batching, Aliquoting samples
- Nasopharyngeal testing Covid site coordinating
- Customer service
- Communicating with schools via email
- Scheduling, time edits, spreadsheet coordination
- Data entry

***Charleston Hope, Program Coordinator, Charleston, SC January 2021 - June 2021
(Contract)***

- Lead programs for girls empowerment, classroom mentors, and culture at the elementary school
- Assist with admin and creation of program policies
- Oversee program structures, evaluations, and effectiveness
- Manage social media posts across multiple platforms using hootsuite, canva, adobe photoshop, etc.
- Plan and budget for monthly programs

Soccer Shots, Assistant Director of Partner Services, Charleston, SC January 2020 - June 2021

- Assisted in day to day sales operations and site visits (building partnerships & sales)
- Marketing and Sales of program and product
- Managed and maintained Marketing events and coached soccer to children ages 2-8.
- Market and Geographical research on new sales locations and target markets
- Planned a year long events calendar; lead our first Trunk or Treat in 2020
- Piloted Soccer Shots Empower; a soccer program for children with special needs
- Worked with hootsuite, word press, jot form, etc.

***Pattison's Academy, Volunteer Coordinator, Charleston, SC January 2020 - June 2021
Partially Remote***

- Developed, outlined, and managed the volunteer and intern program
- Oversaw recruitment, volunteer coordination and sign up
- Hiring, Implementing reward structures, hosting weekly meetings with interns

- Data collection of volunteers, hours worked, and demographic information
- Hootsuite, WordPress, Jot Form, Canvassing
- Hosted fundraising events and organized volunteers
- Created and maintained volunteer website and online registrations

Yo Art!, Program Director, Charleston, SC January 2019 – May 2019 (Contract)

- Coordinated the monthly meetings, fundraisers, and annual art exhibit.
- Researched and oversaw grants, budgets, and new development structures.
- Consolidated lesson plans, syllabi, and daily classroom activities.
- Developed ideas and plans for challenged children

Relevant Leadership Roles:

- ***Sigma Gamma Rho Sorority, INC. Vice President, Charleston, SC March 2018 - May 2019***

Held various positions such as; Vice President, Intake Coordinator, Financial Advisor, and Liaison. Participated in charity and social action events.

- ***I9 Sports, Lead Tennis Instructor, Raleigh, NC March 2022 - Present (Contract)***

Created a program plan and implemented structure to coaches and parents. Producing weekly tennis practice outlines.

- ***Hamby Catering, Lead Caterer, Charleston, SC January 2019 - Present;***

Set up and breakdown of events, load in and unloading, driving company fleet.

Professional Skills & Certifications

- Microsoft Office, Word, Microsoft Powerpoint, Microsoft Windows, Microsoft Outlook
- Research, typing ability of about 60 wpm, scanning, copying, and filing
- Hootsuite, WordPress, Adobe Photoshop
- Email blasts, Fundraising and Development
- Community Engagement, Mentoring, Coaching
- CPR certified