

Chaucer Chanticleer

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Education & Certification

Google Project Management Course: Professional Certificate May 2022

Bachelor of Arts in Political Science May 2024

Double Minor: Sociology & Women and Gender Studies

Coastal Carolina University, Conway, SC

Skills

Knowledge and Abilities: Event Planning & Program Management, Business & Customer Service, Scheduling & Resource Management, Community & Stakeholder Engagement, Cost Control & Analysis, Cross-Departmental Collaboration, Client Confidentiality & Integrity

Technical: Microsoft 365, Microsoft Teams, Zoom, Slack, Salesforce, Canva, Google Workplace

Professional Experience

Program Associate February 2022 – Present

Institute for Defense & Business

Chapel Hill, NC

- Manages the execution and delivery of week-long to multi-week-long programs for 14-30 military and private sector professionals
- Serves as the lead point of contact ensuring seamless support to all participants, program staff, distinguished visitors, and external partners
- Monitors and reviews each program to ensure that schedules are met, guidelines are adhered to, and outcomes are of adequate quality
- Develops budgets for program activities and monitors expenditures to ensure that they remain within budgetary limits

Case Manager July 2021 – January 2022

South Carolina Department of Social Services

Anderson, SC

- Dedicated time and resources to case management services while maintaining agency policies and procedures
- Maintained audit readiness and program efficacy through timely processing and archival of written and electronic documentation
- Built trust and rapport through meaningful engagement with families in the development of efficient treatment plans

Intern January 2020 – April 2020

The Village Group

Georgetown, SC

- Collaborated with The Village Group's board of directors to plan Tour de Plantersville and Cultural Festival; The Village Group's most successful fundraiser
- Measured the effectiveness of marketing, advertising, and communication programs and strategies
- Attended staff conferences to provide management with information and proposals concerning promotion, distribution, and design

Professional Experience (continued)

Office Assistant

January 2018 – May 2019

Coastal Carolina University

Conway, SC

- Provided administrative assistance to the University's Chief of Staff and the Vice President of Diversity & Inclusion
- Composed and proofread letters, reports, and presentations providing accurate, concise, and error-free communication
- Created and maintained documents in Microsoft Office

Leadership Experience

Connection Committee Chair

December 2020 – May 2021

Alpha Kappa Alpha Sorority, Inc.

Conway, SC

- Acted as the liaison between the chapter members and the local community to synchronize community events and capture newsworthy information
- Chaired chapter meetings to plan meaningful events, synergize efforts, and develop strategic outcomes
- Performed duties as the primary point of contact for regional conferences, activities, and workshops