

Kimone Ferguson

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OBJECTIVE: To obtain a position in management in which I can utilize my organizational, managerial, and social skills.

EDUCATION

- Bachelor of Science in Business Administration, Management** **May 2013**
University of Florida, Gainesville, Florida
GPA: 3.85
- Pompano Beach High School Institute for International Studies** **May 2009**
Pompano Beach, Florida
GPA: 3.82
Business Magnet Diploma

EXPERIENCE

- Executive Intern IV Adv**, Pompano Beach High **January 2009-May 2009**
- Assisted receptionists with answering phone calls, making copies, and running errands
 - Assisted over 100 students with personal needs and students that had conferences with administrators
- Explore Teaching I/ Teacher's Assistant**, Pompano Beach High **January 2007-May 2008**
- Graded assessments and homework, and recorded grades
 - Under the supervision of a substitute, managed a class of 30 students when teacher was absent
- Office Aide**, Bair Middle School, Sunrise, Florida **October 2005-May 2007**
- Aided clerks with running errands, answering phone calls, and making copies
 - Assisted nurse with clinical needs of students, and organized clinic and front desk area

LEADERSHIP

- Secretary and Historian**, Minority Business Society **Fall 2009**
- Take minutes at each meeting; record member attendance; update listserv and member database
 - Responsible for creating the annual scrapbook; take pictures at every event; update the tabling board help to increase the membership; produce any necessary documents
- Year-Long Member**, Student Government **May 2008-May 2009**
- Planned and organized multiple events, as the Head of seven committees
 - Invested numerous hours to get projects accomplished
 - Acquired time management skills, and organization skills from the statewide conferences and workshops
 - Increased student participation in school activities; increased membership through recruitment projects
 - Recognized as the "Most Valuable High School Member of all the schools in Broward County"
- Vice President**, Senior Class and Junior Class **August 2007-May 2009**
- Assisted Presidents with any needs; helped plan Junior/Senior class activities
 - Created new fundraiser ideas; agendas for meetings and schedules for every event
- Coach**, 6th-8th grade Math Brain Bowl Team **November 2007-April 2008**
- Coached math team weekly; assisting student with difficult math problems
 - Prepared students for statewide competition in which they placed 3rd out of about 15 teams
- Co-Captain**, 10th and 12th grade Math Brain Bowl Team **November 2006-April 2009**
- Assisted captain with reviewing materials for competition preparation and explaining difficult problems
 - Placed 2nd in statewide competition in 2007 and 1st in competition in 2009
- Treasurer**, Sophomore Class and Lambda Epsilon Step Team **August 2006-May 2009**
- Balanced money in account; managed payments and deposits; wrote receipts; supervised all fundraisers
 - Increased the account balances from effective fundraisers

AWARDS/ACTIVITIES

- Member**, Business Professionals of America & Gift Givers & NHS **August 2008-May 2009**
- Member**, National Achievers Society **September 2004-May 2009**
- Principal's "A" Honor Roll**, seven quarters
- Outstanding Leadership** in SG for 2 Semesters **May 2009**
- Outstanding Dedication and Leadership Award** **May 2008**
- National Achievers Society "Commitment Award"** **May 2008**
- Scholarship Recipient of:** Florida Medallion, National Achievers Society, State Farm, Brain Bowl **2009**