

# Spence Jean Baptiste

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## Summary

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Self-motivated student pursuing a Master in Business Administration at the University of Saint Mary. Accountable to expectations, strong leadership potential with an ability to follow rules and to get the work done. Teamwork oriented with the ability to step up and take on new challenges. I am eager to start an entry-level job to implement my analytical, communication, and listening skills gained from my previous works and educational experience.

## Education

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- **University of Saint Mary, Overland Park, KS**  
Master in Business Administration with concentration in Finance GPA: 4.0/4.0  
Degree expected August 2021
- **University of the Ozarks, Clarksville, AR** 2017-2019  
Bachelor of Science GPA: 3.64/4.0  
Major: Political Science  
Minors: Business Administration, American Studies  
GPA: 3.64/4.0 **Magna Cum Laude**

## Experience

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### University of Saint Mary, Leavenworth, KS

Graduate Assistant-Library Special Collections Fall 2019-present

- Provide information services to Special Collections patrons
- Assist patrons with Special Collections
- Perform digital and reformatting tasks
- Develop marketing contents related to Keleher Learning Commons & Students Development's Division
- Assist the librarians and library staff with special collections projects and general library tasks

Academic Success Coach Fall 2019-present

- Assist students in developing self-efficacy by identifying and overcoming obstacles that may impeding academic success
- Meet individually with students to develop individualized Students Success Plan
- Maintain individual student success case management files.
- Document any interactions or communication with students in the caseload.
- Attend Academic Students Success team meetings and training
- Refer students to internal resources provided by the University
- Workshop's presentation for students: time management, study skills, writing skills, exam preparation, etc.

## Alliance Against Family Violence, Leavenworth, KS

Sexual Assault Advocate Intern

Fall 2019-Spring 2020

- Provide personal advocacy to victims of sexual assault in a hospital setting
- Attend monthly advocacy meetings
- Created a retention policy for the organization with sections on: victim Confidentiality, victim information record, physical storage of record, video record, service record, employee information record, data branch and immediate response.

## University of the Ozarks, Clarksville, AR

Tutor - Jones Learning Center

Spring 2018

- Helping student with learning differences in Marketing Concepts

## Additional Experience

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- Disaster Relief Volunteer, First Baptist Church Clarksville, AR Summer 2019
  - Cleaned out flood damaged houses
  - Provided emotional support to victims
- Head Coach Soccer team (Calma FC). Tabarre, Haiti 2016-2017
- Customer service and Cashier at Gilberte store. Tabarre, Haiti 2013-2017

## Skills

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- **Trilingual:** French, English, Creole: Full professional proficiency
- **Computer Skills:** Microsoft Word, Excel, and PowerPoint
- **Active Listening**
- **Communication**
- **Financial & Analytical skills**
- **Leadership**
- **Time Management**

## Activities and Awards

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- Men's College Soccer player at the University of Saint Mary. 2019-2020
- Distinguished Scholar Athlete, Dean's List 2019
- 2nd Place in Economic Analysis and Decision Making at PBL competition in 2019
- Phi Beta Lambda 2018-2019
- Enactus 2018-2019
- Men's College Soccer player at the University of the Ozarks 2017-2019
- All-Conference Third Team, Newcomer of the Year 2017-2018

