

Viviana Muhammad

vivmuh28@gmail.com | (757) 746-9036

OBJECTIVE

I am a goal driven team-oriented person-currently with a strong interest in the development of students in the field of secondary and higher education and the different ways to assist diverse clients.

EDUCATION

Norfolk State University, Norfolk, Virginia

May 2024

B.A. in Psychology

RELEVANT COURSEWORK

Social Psychology, Mindfulness, Public Speaking, Abnormal Psychology, First Aid, Statistics in Psychology, Experimental Psychology, Adolescent Psychology, Psychology of Adjustment.

EXPERIENCE

Student Advocacy and Family Relations | Dean of Students| 2024

- Created flyers, videos and Q & A's for the Dean of Students page.
- Created emails to keep parents up to date with school events.
- Emailed students in need of advocacy help and filed paperwork

Project Manager | Career Services. Norfolk State University | 2023

- Assisted in making phone calls with businesses
- Monitored and created videos and reels to promote Career Services
- Created a step-by-step guide to proper posting on social media to attract attention to the Career Services' office.

Student Assistant | Student Activities and Leadership, Norfolk State University| 2021-2022

- Assisted in finding businesses for volunteer fairs.
- Ran the gym and the game room
- Filed paperwork and made phone calls to faculty, staff, and outside vendors.

Front Desk Attendant | Police Department, Virginia Peninsula Community College | 2019-2020

- Turned in timesheets and scanned incoming student paperwork.
- Took staff and student photo ID pictures.
- Created parking passes, checked student balances, and notified students.

ACTIVITIES & LEADERSHIP

Tau Beta Sigma National Honorary Band Sorority Inc. | 2024

- Interacted with students in the Spartan Legion as well as high school students in the surrounding areas.
- Coordinated with members of the sorority to produce TikTok videos and reels that were informative and engaging.

Spartan Promise to Persist and Pursue Inaugural Readiness Institute | 2023

- A career readiness institute that not only encouraged interpersonal relationships but also opened doors for more connections with businesses and alumni. Prepared students for careers and helped with small things such as resumes, social media presences, and interview skills.

Parliamentarian | Norfolk State University Student Government Association | 2022-2023

- Conducted meetings and made sure all members were on time for events and meetings. Collected votes and used Robert's Rule of Order to maintain an organized collective

National Association of Student Affairs Professional Student Leadership Institute | 2022

- Leadership conference that taught students how to thrive in their student government positions and professionally.

Parliamentarian | Norfolk State University Resident Housing Association | 2021-2022

- Conducted polls with the student body to understand their needs and wants. Maintained order in meetings to make sure meetings ran smoothly and ended on time.

SKILLS

Active listening, ability to work as a part of a team and individually, organizational skills, excellent research and writing skills, motivated to learn new skills, empathetic and compassionate.