

Elayzha Grady

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OBJECTIVE

A motivated organizer with 2 years of manual and professional experience. Successfully planned and executed community projects. Eager to use my planning, collaboration, and interpersonal skills as a ---

SKILLS

Excellent communication
Interpersonal
Tech Savvy
Project management
Microsoft Office (Word, PowerPoint, and Excel)
Google Suite
Detail-Oriented
Results-Oriented
Reliable & Punctual
Team Player

EDUCATION

BACHELOR OF ARTS

December 2023

ARIZONA STATE UNIVERSITY, Online

- Major in African and African American Studies
- GPA: 3.7/4.0

REGENTS DIPLOMA

June 2017

BROOKLYN INSTITUTE FOR LIBERAL ARTS, Brooklyn NY

EXPERIENCE

*Mother/ Wife, **STAY-AT-HOME MOM**, Brooklyn, NY*

January 2021 - Present

- Establish a budget for a family of 3, reducing extraneous spending by 30% and boosting annual savings.
- Manage appointments, grocery shopping, meal preparation, laundry, and house maintenance, and organize educational engagements for a 2-year-old.
- Organize and build a network of mothers/women to engage in self-developing activities and events i.e., Women Book Club, Postpartum recovery baskets, Yoga events, and Women's Retreat.
- Plan community events, and other social networking activities i.e., Poetry slams, Movie nights, and Annual Youth Talent shows.

*Customer Service Representative, **The Home Depot**, Brooklyn, NY*

May 2020 - January 2021

- Familiarized and learned about products in order to give professional recommendations on goods.
- Achieved monthly associate recognition twice for efficiently and competently servicing customers.
- Utilized the Enhanced Special Services and Order Up Programs to place orders, modify delivery, and conduct returns.

*Sales Representative, **Cutco Corp.**, New York, NY*

May 2018 - December 2018

- Established appointments with over 35 potential customers to showcase products and services.
- Cross-sold additional products and services to purchasing customers.
- Achieved \$1000 monthly sales goals.
- Greeted customers promptly and responded to questions with knowledgeable service.

*Administrative Intern, **DEPARTMENT OF TRANSPORTATION**, New York, NY*

June 2017 - August 2017

- Separated and filed various violation and green card documents for sidewalk department.
- Operated and improved department filing system for official Department of Transportation documents.

- Issued and completed over 100 various DOT violation documents.

CERTIFICATIONS

Accenture North America Project Management Job Simulation on Forage -

October 2023

- * Completed a job simulation where I acted as a project manager for a hypothetical client who was launching a new brand.
- * Mapped suitable project management approaches including Plan Driven, Agile, Second Agile, and Hybrid to a portfolio of projects.
- * Presented a project status update to senior leadership and project team members.