

# Shekei'ra Ward

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- OBJECTIVE** To obtain a full time professional position in the field of Human Resources.  
To promote and build clientele to promote web design services.
- EDUCATION** **Texas A&M University**, College Station, Texas December 2009  
Bachelor of Science in Human Resource Development  
Minor in Business  
Major GPR: 3.4, Overall GPR: 3.1
- El Centro College**, Dallas, Texas Summer 2005-Spring 2007  
General Studies, University Transfer Student  
GPA: 3.4
- WORK EXPERIENCE** **Gables Residential**, (Boca Raton, Florida) Dallas, Texas June 2009-Present  
*Human Resource Intern*
- Conducted benefits information sessions with over 100 Dallas region employees
  - Developed a stand-alone interactive benefits presentation with 2 other Gables interns
- Muse-Katrina Hurricane Scholarship Fund**, Dallas, Texas June 2006-August 2006  
*Administrative Clerk*
- Educated hurricane victims on scholarship application process
  - Prepared scholarship fund brochure and application mail outs
  - Generated excel spreadsheets of contact information for business referrals and prospective candidates
- Boys & Girls Club of College Station (Volunteer from June 2008-December 2008)**  
*Career Launch Program Facilitator* December 2008-May 2009
- Implemented career development modules including but not limited to resume building and interviewing skills for ages 9 and up
- VOLUNTEER EXPERIENCE** **Big Brothers & Big Sisters of North Texas** September 2006-August 2007  
*Volunteer*
- Mentored one underprivileged child from Dallas Independent School District
- LEADERSHIP** **Memorial Student Center 59<sup>th</sup> Council**, Texas A&M University August 2008-May 2009  
*Executive Vice-President for Marketing*
- Organized and managed Fall and Spring Open House; largest campus-wide student organization recruitment program
  - Guided the implementation of marketing and promotion initiatives for Memorial Student Center committees
- Phi Theta Kappa International Honor Society**, El Centro College August 2006-May 2007  
*President, Sigma Tau Chapter*
- Distinguished Chapter President Award recipient
- ACTIVITIES** **Shekei'ra Couture Web Design** August 2007-Present  
*Freelance Web Designer*