

TERENCIA TURNER

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317-755-6511

EDUCATION

Indiana University Purdue University Indianapolis

School of Public and Environmental Affairs

Graduate Certificate in Nonprofit Management,

MPA, Concentration Nonprofit Management

Purdue University, Indianapolis, Bachelors of Arts in Psychology,

Graduate Assistant

August 2014

Expected Graduation: May 2016

December 2010

October 2014

SKILLS

- ♦ Fluent in Spanish - Completed 13 years of training
- ♦ Basic conversation skills in American Sign Language, Karen, and Karenni
- ♦ Proficient in Microsoft Office and database software

WORK EXPERIENCE

Girl Scouts of Central Indiana Membership Specialist/Program Facilitator

2011-2014

- ♦ Administered instructional curriculum for student activity programs to 1,000 girls grades K-12 yearly
- ♦ Corresponded communications between 40 principals and site coordinators annually
- ♦ Organized and manage all aspects of two cookie booth sales with a profit of \$1,000.00

Junior Achievement Biztown Facilitator

2013-2014

- ♦ Oversaw the daily activities of 4 Biztown businesses
- ♦ Advised approximately 120 students weekly
- ♦ Mentored 4 teachers within the program at Biztown businesses

MSD of Washington Township After School Achievers Tutor

2011- 2013

- ♦ Advised 120 students study skills

Indiana University, Indianapolis, IN STEM Mentor

2009-2012

University Library Client Support Consultant

2009 to 2011

University Information Technology Services Computer Consultant

2007 to 2009

UNDERGRADUATE CAMPUS ACTIVITIES

- ♦ The Journey Fellowship for Students, January- August 2010
- ♦ AmeriCorps Member, June 2009-June 2010

COMMUNITY INVOLVEMENT

- ♦ Public Affairs Student Association Student Representative 2014-present
- ♦ Volunteer with Big Brothers Big Sisters of Central Indiana 2014-present
- ♦ Center Wellness for Urban Women Volunteer, 2014-2015
- ♦ National Association of Professional Women, Indianapolis Chapter, 2013-present
- ♦ Speaker at Panel Discussion at Boys & Girls Club, Lilly Unit, March 2014