

# Shayla M. Russell

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- EDUCATION**      **Johnson C. Smith University**, Charlotte, NC  
Bachelor of Science in Business Administration (Marketing) -May 2014  
Graduated Cum Laude : Cumulative Grade Point Average: 3.4
- HONORS**            **Dean's List** – 2010-2014  
Sigma Tau Delta English Honor Society Member - 2014  
Delta Mu Delta Business Honor Society Member – 2010 -2014  
Belk Retail Management Endowed Scholarship Recipient – 2012 - 2014  
Women's Athletic Basketball Scholarship – 2010 - 2014
- ACTIVITIES**        **NCAA Division II Women's Basketball**, *Captain* - 2010 - 2014  
NCAA – CIAA Tournament, *Runner-up* 2011 & 2012  
Senior Class Council, *Vice President* – 2013 - 2014  
Student Athlete Advisory Committee, *Miss SAAC* – 2013 - 2014  
Student Athlete Advisory Committee, *Secretary* – 2012-2013
- VOLUNTEER**        **Habitat for Humanities**, Beatties Ford Children's Library Grand Opening,  
Historic West-End Clean Up, Operation Christmas Child, CIAA Community Service  
Event, AIDS/HIV Walk, Breast Cancer Walk, March of Dimes Walk
- EXPERIENCE**        **Charter Brokerage LLC**, New York, N.Y.            October 2014- Current  
***Entry Filing Temp, Administrative Assistant***  
  - Opened and created up to 50 entry files per day
  - Followed up and requested missing documentation from clients
  - Filled out and sent check requests to be processed, signed, and mailed
  - Clerical duties included but not limited to: organizing files, copying, scanning, answering phones, and responding to client issues  
**The Blue Flame Agency**, New York, N.Y.            June 2013- August 2013  
***Branding Entertainment/Marketing, Intern***  
  - Helped implement marketing campaigns by planning and organizing promotional presentations; updating calendars.
  - Participated in press meetings and product launches
  - Represented the firm in corporate events, industrial meets, trade shows and marketing conferences.
  - Used social media for product research. (Twitter, Instagram, and Facebook)  
**Michael Scott Matter Foundation**, Charlotte, N.C.    August 2011-Dec 2011  
***Fundraising for Sustainable Solutions, Intern***  
  - Planned, managed, and executed fundraising events
  - Researched, created and communicated presentations to businesses and organizations
- SKILLS & INTEREST**    **Self-taught artist** - Skilled in both paintings and drawings.  
Able to quickly adapt and learn new software and/or operational systems. Comprehensive knowledge of Microsoft Office, Excel, Word, and PowerPoint.