

## **Abena May**

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### **Objective**

Interested in summer employment with the potential of weekend employment during the school year. Searching for an exciting learning experience where I can develop as an employee.

### **Education**

Milwaukee Lutheran High School, Milwaukee Wisconsin

- Sophomore GPA 3.5
- Currently learning sign language

Hickman Academy, Milwaukee, WI

Graduated June 13, 2012

- Graduated with Honors and Class Valedictorian
- Student Council President

### **Special Skills & Interest**

- Creative artist
- Able to follow written and verbal instructions
- Good with Microsoft Office Suite and conducting research using Explorer
- Enjoy working with youth
- Able to plan and lead events
- Interested in music and dance
- Entrepreneurship

### **Work Experience**

**Community Baptist Church, Milwaukee, WI**

**Self-Employed/ Entrepreneurship**

**2010-2013**

Started a concession stand at local church. Coordinated with church officials to use property for selling. Handled all cash transactions. Maintained a clean and orderly area. Purchased inventory and ensured station was well stocked. Greeted customers and ensured customer satisfaction.

**City of Milwaukee Housing Authority, Milwaukee, WI**

**June 2012- August 2012**

Youth Worker/ Clerical

Responsible for general office work, filing, answering phone calls, completing work orders and managing rent receipts.

## **Volunteer and Community Service**

### **Agape Community Center, Milwaukee, WI**

Volunteer Kitchen Staff June 2011- Current

Responsible for greeting customers, cleaning kitchen area and assisting with meal service.

### **Community Baptist Church, Milwaukee WI**

Jan-2012- June 2012

Choir Director

Served as member of a team instructing youth ages 3-12 in learning various songs and regulating behaviors. Provided child care as required. Involved youth in other activities games, art, and outside play.

## **Memberships**

Center for Teaching Entrepreneurship 2001- Current

Girl Scout of Wisconsin Southeast- Youth Leadership Council 2010- Current

Top Teens of America 2011-Current