



CONTACT

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EDUCATION

**University of Georgia (UGA)
Athens, GA**

- o AB International Affairs – 2023
- o MA International Affairs + Political Science – 2024

TECHNICAL SKILLS

- o Google Workspace
- o Microsoft Office
- o Adobe Pro
- o Canva
- o Photoshop
- o Collaboration tools (Microsoft Teams, Zoom)
- o Gender Analysis

LANGUAGES

- o Spanish
- o German

EXTRACURRICULAR

- o UGA Arch Society
- o UGA Student Alumni Assoc.
- o UGA Georgia Daze Minority Recruitment Program
- o Urban Youth Ensemble Harpist

AWARDS/CERTIFICATIONS

- o UGA Dean’s List
- o Professional Communication Certification

Trinity Mosley

PROFESSIONAL EXPERIENCE

Virtual Student Federal Service Intern

August 2022 - Present

*U.S. Department of State
Atlanta, GA*

Work directly with the Diplomat in Residence to attract and recruit professionals for the U.S. Department of State Foreign Service, supporting U.S. diplomacy around the world. Duties include recruitment plan development and execution, networking, scheduling, and logistical duties on behalf of the diplomat, marketing development, and social media outreach.

Executive Intern

May 2022 - August 2022

*Georgia Technology Authority
Atlanta, GA*

Assisted executive leaders in accomplishing agency mission and goals while maintaining a high standard of professionalism. Scheduled meetings, maintained calendars, developed correspondence and marketing materials. Partnered with wellness and diversity committees to assist in programming and events. Managed other interns and assisted in curriculum development and design for professional growth of interns within the Summer Internship program.

Testing Assistant

August 2021 - Present

*University of Georgia Disability Resource Center
Athens, GA*

Provide professional and courteous testing services to students and faculty. Duties include checking in examinees, proctoring tests, clerical duties, and monitoring test security for both pencil/paper and computer exams in small and large group environments.

Executive Assistant

April 2021 - Present

*Self Care Saves Collective
Atlanta, GA*

Utilize skills in project management, sales, design, social media content development, and website development to aid an Atlanta local artist’s execution of company mission and goals. Assist with creative design/display plans to ensure appealing and trendy. Market merchandise by studying advertising, sales promotion, and display plans; analyzing operating and financial statements for profitability ratios. Determine marketing strategy changes by reviewing operating and financial statements and sales records.

YMCA Camp Counselor/Mentor

June 2019 - August 2019

*East Lake YMCA
Atlanta, GA*

As a Junior Day Camp Counselor for my local YMCA’s summer program, my duties include engaging with children to help them strive towards a healthy lifestyle and to learn the value of friendship and teamwork. As part of the YMCA Leaders’ Club and Young Women’s Leadership, I engage with the local community to provide youth and teen outreach and development. Through the Youth and Teen Development Center, I assist in the mentoring of younger students through participation in volunteer events and small group discussions. I also work with other leaders and community partners to provide large-scale community events three times a year. Serve as Youth Ambassador to Soweto YMCA in Johannesburg, South Africa.

