

Kenisha Lee

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Objective A Position as an Assistant Archivist

Education Saint Mary's College of California, Moraga May 2012
Bachelor of Arts, History
GPA 3.25
Coursework: Modern Japan, African American History, Education, History of California, Culture and Society, Collegiate Seminar

Senior Thesis: The Nicaraguan Revolution

- Collected over two dozen historical sources, both primary and secondary
- Investigated Augusto Cesar Sandino's role in the Nicaraguan Revolution
- Compared and contrasted different sources to form a cohesive argument

Experience **Accounting Clerk**

Phillips Farms Marketing Visalia, CA 2011 – Present

- Accurately prepare Federal and State documents for international shipping
- Compute invoices for sales department
- Train new employees in computer operations, accounts payable
- Organize employee safety training and follow-up meetings

Athletic Coach

Saint Mary's College Baseball Clinics Moraga, CA 2010 – Present

- Instruct boys ages 6-17 in basic baseball skills
- Serve as a role model to promote and develop sportsmanship
- Maintain discipline and produce performance evaluations

Resident Advisor

Saint Mary's College of California Moraga, CA 2009 – 2010

- Lived with 80 residents full time, available for consultation, policy enforcement, and crisis management interventions
- Created a community by welcoming residents and providing information
- Planned on-site events that incorporated cultural diversity, and social service

Skills

MS Word, Excel
Spanish: oral and written fluency

Activities **Saint Mary's College Intercollegiate Softball Team**

Four year letter winner

Student Athlete Advisory Committee

Meet and confer with staff and athletes regarding, facilities, scholarships

Football Statistics

Kept written record as backup for computerized system

Student Alumni Association

Helped to plan and organize Homecoming event for over 500 attendees

The Admissions Group

Conducted student tours, hosted overnight visits for potential students