

Regina A. May

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EDUCATION

Bachelor of Science in Business Administration, Minor: Psychology

May 2024

Eastern Connecticut State University, Willimantic, CT

GPA: 3.5/4

Awarded 2022 Distinguished University Leadership Award

Relevant Coursework: Lifespan Development, Data Science, Business Administration

Languages: Spanish & French

Computer Programs: Microsoft Office Suite, Webex, Canva, Instagram, Twitter, Adobe Photoshop, Zoom, Teams

SPECIAL PROJECTS

Department, School

September 2021 - May 2021

Project Title

- Construct pamphlets and flyers related to departmental programs on campus
 - Implement guidelines for student services based on accessibility and universal design
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RELEVANT EXPERIENCE

Current Employer, City, St

August 2017 - Present

Position Title/Internship/Leadership Role

- Aid in the development, hiring process, and training of the complete sales team staff
- Contribute guidance and advice to co-workers, as needed, relative to professional, personal and social concerns
- Supervise and oversaw a staff of up to ten professionals, 15 part-time workers and the well-being and development of 400 customers in multiple sales programs

Current Employer, City, St

August 2013 - July 2017

Position Title

- Provided industry leaders with the resources and education to guide them towards professional success
 - Introduced time management, organizational and study skills over a 16-week training period
 - Valued diversity among groups of staff members and between individuals; help employees understand the interdependence among people both locally and globally
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CERTIFICATIONS

Cardiopulmonary Resuscitation (CPR), Organization, City, St

May 2021 - Present

Certified Nursing Assistant (CNA), Organization, City, St

April 2021 - Present

COMMUNITY ENGAGEMENT

Humane Society, Newington, CT

December 2018 - Present

Relay for Life, Hartford, CT

July 2018

CLUBS & ORGANIZATIONS

Honors Society, President, CCSU

April 2018 - Present

Psychology Club, ECSU

June 2018 - April 2019

ATHLETICS

Women's Varsity Soccer, Team captain

May 2019 – September 2020