

Ima Knight

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QUALIFICATIONS:

- Experience in managing complex projects, administrative roles, customer service, bookkeeping, and fund raising.
- Excels in public speaking.
- Impressive enthusiasm, communication skills, professional demeanor, and keen attention to detail.
- Highly motivated and can work in a team or alone.

EXPERIENCE:

October 2015 – Present | Math Tutor | Mathnasium of Carmel | Carmel, IN

- Collaborate with instructors to tutor 40 students each day ranging from grades from K-12.
- Utilize strong math and communication skills and love for teaching and motivating students.
- Apply the teaching methods presented during training.

October 2015 – Present | Community Outreach Intern | Crown Hill Cemetery | Indianapolis, IN

- Provide community outreach to pre-selected individuals potentially seeking to plan final arrangements.
- Visit homeowners to explain their selection for a free cemetery plot.
- Educate homeowners and distribute certificate and additional information about the program.
- Realized 40% success rate.

August 2010 – August 2015 | Post-Sterilization Clerk | Cook Medical | Ellettsville, IN

- Worked in a sterile environment to inspect medical devices to ensure proper sterilization and product quality. Prepared items for shipping- including labels and insertion of marketing materials.
- Used manufacturing database to process customer orders.
- Worked both in a team environment and individually. Communicated with all levels of the organization.

2007 – January 2016 | Eminence Lodge #440 Free & Accepted Masons | Eminence, IN

- Served in various roles as Master/Chapter President, 2nd Vice President, or Secretary from 2009-2014
- Chaired business meetings, oversaw induction of new candidates, completed administrative paperwork, took minutes at meetings, maintained membership records, submitted financial and activity reports on a regular basis, prepared official communications, manually kept financial records, i.e.- general journal, balance sheet, income statement, and statement of cash flows.
- Maintained and updated the Lodge website from 2012- January 2016.

March 2014 – May 2015 | Vice President of Fundraising | Phi Theta Kappa International Honors Society

- Actively pursued fundraising for the chapter, including grant writing.
- Prepared presentations for public speaking engagements.
- Participated in membership drives and spoke at new member induction ceremonies.
- Coordinated Honors in Action research project team, directly managing over 20 people.

EDUCATION:

May 2017 | Bachelor of Science in Finance | Marian University | Indianapolis, IN

May 2016 | Certificate in Business Administration | Ivy Tech | Bloomington, IN

- GPA 3.71 | Dean's List

HONORS AND AWARDS:

2015 | All-Indiana Academic Team | Ivy Tech Student Leadership Academy | Bloomington, IN