

Leandra Colley

colley.leandra1@gmail.com | 770-256-1312 | www.leandracolley.com

EDUCATION

Agnes Scott College

Bachelor of Arts in History with a minor in French

GPA: 3.53

Decatur, GA

August 2016- May 2020

Honors: Letitia Pate Evans Scholarship, Georgia HOPE Scholarship, French Scholars Award

Relevant Coursework: Personal Finance; Philosophy, Business, and Leadership; Organizational Behavior; Problem Solving in Python; Introduction to Data Science; Public Speaking; Visual Thinking

Global Awareness Program

Agnes Scott Global Journeys

- Resided in a research facility as a part of a faculty-led trip to survey the subarctic climate, observe the aurora borealis, and explore the country's history of human rights

Manitoba, Canada

March 2017

Université de Caen Normandie

ASC in France

- Excelled in an immersive linguistic program and researched French involvement in World War 2 while compiling first-hand accounts from Battle of Normandy veterans
- Facilitated discussion in French with young immigrants about the conceptualization of racial identity and racialized discourse in France

Caen, France

June- July 2018

WORK EXPERIENCE

Georgia Professional Standards Commission

Certification Clerk

- Expertly handle and manage secure information within digital and hard copy filing systems while working with a team to efficiently digitize the process, resulting in a 50% reduction of paper waste and usage
- Research rules of out-of-state teaching certificates in order to guide changes in Georgia law and policy for in-state teaching certificates
- Developed a reference book for work procedures, which was later distributed throughout the division for use in new-hire training

Atlanta, GA

January 2017- Present

Belk

Sales Associate

- Maintained stockroom and merchandise displays, which increased speed in locating items for customers and aided in a positive performance evaluation from regional headquarters
- Measurably reduced waiting time for an average of 60 customers per day through quick and efficient service

McDonough, GA

July 2016- December 2016 (Seasonal)

SKILLS

- Intermediate French
- Data entry
- Fluent in Microsoft Word, Excel, and PowerPoint
- Basic understanding of Python
- Proficient with research using ProQuest, PubMed, and JSTOR