

FAITH ELLAMS

Administrative Assistant

PROFESSIONAL SUMMARY

Experienced administrative professional with a background in event coordination, logistics, and cross-functional communication. Skilled in managing complex schedules, supporting executives, and executing seamless team events in fast-paced environments. Brings strong organizational skills and a proven ability to handle confidential information with discretion.

EMPLOYMENT HISTORY

CAMPUS ORGANIZER INTERN *Peace Action New York State*

Mar 2026 – Present
New York City

- ♦ Led student advocacy efforts to raise awareness on peace and social justice issues
- ♦ Organized and hosted campus events to engage and mobilize students
- ♦ Created digital and print content to support campaigns
- ♦ Recruited and coordinated a student leadership team
- ♦ Built partnerships with community organizations and activists
- ♦ Collaborated with staff through regular meetings and campaign coordination
- ♦ Managed outreach, social media promotion, and reporting on activities

MANAGER *Frames per second*

Sep 2025 – Present
Bronx

- ♦ Direct photography projects, including planning, composition, lighting, and final image review, ensuring high-quality visuals.
- ♦ Collaborate with the photographer to create engaging content for social media, developing posts, captions, and scheduling to maximize audience engagement.
- ♦ Provide guidance and mentorship to enhance photography and content creation skills, while maintaining alignment with the brand's creative vision and professional standards.
- ♦ Manage project timelines and deliverables, coordinating with collaborators and clients to ensure consistency, quality, and alignment with strategic goals.

OUTREACH & COMMUNICATIONS COORDINATOR (VOLUNTEER) *OAN organization of Advancement of Nigeria*

Aug 2025 – Present
New York City

- ♦ Managed social media content and promotions to increase public engagement and drive measurable audience growth.
- ♦ Represented the organization at events and liaised with diplomats and officials to expand stakeholder relationships and visibility.
- ♦ Coordinated logistics across departments to ensure timely program delivery and reduce operational delays.
- ♦ Supported fundraising efforts and donor outreach, contributing to sustained donor retention and funding stability.

INTERN *Ghana Anti-Corruption Coalition (GACC)*

Jun 2025 – Aug 2025
Accra

- ♦ Researched Ghana's anti-corruption frameworks and procurement processes.
- ♦ Supported stakeholder engagement strategies and youth-focused civic campaigns.
- ♦ Drafted reports and briefs for national and international advocacy.
- ♦ Partnered with NGOs to promote transparency and accountable governance.
- ♦ Designed graphics, banners, and infographics for social media and public outreach.
- ♦ Partnered with NGOs to launch transparency initiatives, fostering community trust and encouraging collaborative governance efforts.
- ♦ Created visually compelling graphics and infographics for social media, driving significant public engagement and outreach effectiveness.

INDEPENDENT RESEARCHER & DOCUMENTARY PRODUCER *School for International Training (SIT)*

Jan 2025 – May 2025
Yaoundé

- ♦ Led independent research on regionalism and governance in Cameroon, producing insightful findings.
- ♦ Produced a documentary synthesizing interviews and fieldwork, enhancing understanding of postcolonial identity. *If This Country Were My Own*.
- ♦ Analyzed the political impacts of linguistic divisions, contributing to modern statehood discourse.
- ♦ Directed research efforts, achieving comprehensive insights into Cameroon's socio-political landscape.

CONFERENCE SUPPORT TEAM IYC12 *IYC (International Youth Conference)*

Sep 2025
New York City

- ♦ Assisted with photography and captured event moments for media use
- ♦ Supported social media coverage and helped coordinate digital content
- ♦ Conducted attendee and guest interviews for event documentation
- ♦ Helped manage registration, ushering, and announcements to maintain order
- ♦ Assisted with event setup and cleanup to ensure smooth operations.

ACADEMIC COUNSELOR FOR NEURODIVERGENT STUDENTS *Adelphi University*

Aug 2024 – Dec 2024
New York City

- ♦ Guided neurodivergent students in academic planning, boosting retention and success.
- ♦ Collaborated with faculty to meet unique learning needs, promoting inclusive education.
- ♦ Enhanced student outcomes through tailored support strategies and faculty partnerships.

CREW MEMBER**Trader Joes****Sep 2020 – Nov 2023****Edgewater, NJ**

- ♦ Managed daily checkout and customer service operations to maintain steady transaction flow and reduce wait times.
- ♦ Maintained inventory accuracy by performing regular stock counts and correcting discrepancies for reliable shelf availability.
- ♦ Trained new crew members on store procedures and safety standards to improve team readiness and performance.
- ♦ Resolved customer issues promptly to restore satisfaction and support repeat business with measurable improvements.

SALES REPRESENTATIVE**Vectors marketing****May 2022 – Nov 2022****New Jersey**

- ♦ Conducted in-person and virtual presentations of Cutco products to prospective clients.
- ♦ Developed and maintained relationships with customers to drive repeat business and referrals.
- ♦ Managed follow-ups, scheduling, and client communications to ensure a seamless sales experience.
- ♦ Participated in team meetings and training sessions to continuously improve product knowledge and sales techniques.

EDUCATION**BA IN INTERNATIONAL RELATIONS AND AFFAIRS MINOR IN ABC STUDIES****Adelphi University****May 2026****Garden City, NY**

Relevant Coursework: African Politics, International Relations, Global Studies, Conflict Resolution.

STUDY ABROAD: SOCIAL CHANGE AND DEVELOPMENT**School for International Training (SIT)****Jan 2025 – May 2025****Yaoundé****HIGH SCHOOL DIPLOMA****Ridgefield Park Jr. Sr. High School****Jun 2023****Ridgefield Park, NJ****SKILLS**

Administrative & Executive Support, Event Planning & Coordination, Calendar & Schedule Management, Communication (Written & Verbal), Project & Time Management, Google Workspace & MS Office Proficiency, Cross-functional Collaboration, Professionalism, Digital Content Management.

LANGUAGESIgbo (*Native*), Etsako (*Native*), French (*Novice*), English (*Native*).**REFERENCES****Beauty Emeфа Narteh**, Ghana anti corruption (bnarteh@gaccgh.org, +233-302-230483);**Binda Godlove Aka**, Adelphi University (baka@adelphi.edu, +1 (912) 996-1611); **Francis Jr**, OAN (+1 646-342-0431);**Nicholas Dwamena**, Frames per second Kofi (Kofi@fpskofistudio.com, 917-891-5841).**HOBBIES**

Photography, Writing, Dancing

ADDITIONAL INFORMATION**PUBLICATIONS**

- ♦ **Warring Love: A Tale of Love and Conflict in Nigeria** (Forthcoming June 2026)
- ♦ **The Kingdom's Heart** (Poetry Collection, Forthcoming June 2026)
- ♦ **If this country were my own documentary** (June 2026)

PARTICIPATED AT UN ROUNDTABLE

The International Day of Peace in 2025