Shy'Niecea Ellis

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EDUCATION

Nevada State University, Henderson, NV May 2026
Bachelor of Arts in Communications, Concentration in Media Studies
Minor in Leadership

WORK EXPERIENCES

Nevada State University , Henderson, NV June 2026 - Present
First Gen Support Specialist

- Assist in planning, coordinating, and executing campus-wide programs and events designed to increase student engagement and campus involvement.
- Collaborate with campus departments, vendors, and student organizations to support event logistics, promotion, and program implementation.
- Support outreach and marketing efforts through digital communication, social media, and peer engagement to increase student participation in campus activities.
- Facilitate event operations by coordinating setup, managing activity spaces, and ensuring programs run smoothly for students and campus partners

Nevada State University , Henderson, NV February 2026 - May 2026
Student Life Activity Board Leader

- Assist in planning, coordinating, and executing campus-wide programs and events designed to increase student engagement and campus involvement.
- Collaborate with campus departments, vendors, and student organizations to support event logistics, promotion, and program implementation.
- Support outreach and marketing efforts through digital communication, social media, and peer engagement to increase student participation in campus activities.
- Facilitate event operations by coordinating setup, managing activity spaces, and ensuring programs run smoothly for students and campus partners

City of North Las Vegas Alexander Library , North Las Vegas , NV October 2025 - May 2026
Outreach Intern

- Participate in outreach planning meetings and contribute recommendations that strengthen communication strategies, event logistics, and community partnerships.
- Support the execution of community outreach initiatives by creating digital content, drafting public-facing communications, and assisting with program promotion across multiple platforms.
- Assist with the creation of multi-age engagement plans for seasonal programs such as reading challenges, STEAM events, and family activities.
- Conduct research on relevant grants, funding opportunities, and community support programs that align with library initiatives and long-term outreach goals.

Nevada State University, Henderson, NV August 2022 - June 2025
Sankofa Ambassador January 2025 - June 2025

- Supported student development by leading one-on-one discussions focused on academic success, mental

health awareness, and personal growth.
- Assisted in planning, organizing, and executing Sankofa events through research, logistics coordination, and collaboration with campus departments and vendors.
- Contributed to the creation of inclusive, culturally enriching programs that fostered community engagement and student belonging.
- Served as a positive academic and social role model by promoting campus involvement, wellness resources, and a supportive learning environment.

RISE Peer Mentor August 2022-December 2024
- Assisted with proposals, vendor orders, detailed itineraries, manifests and staff bookings as needed as well as other necessary tasks to perform successful event operations
- Provided support to mentees through the coordination and facilitation of monthly social, educational, and service programs
- Facilitated the adjustment of mentees and their guests to our campus and community through the introduction of campus services, academic resources, and campus involvement opportunities
- Served as a positive academic and social role model for all students

Nevada Behavioral Health, Las Vegas, NV April 2024-October 2024
Care Coordinator Administrative Assistant
- Provide administrative support to Community Care Coordinators as needed, including scheduling appointments and managing correspondence
- Apply critical thinking skills to ensure the accurate capture of essential information from care coordination sessions
- Utilize data entry procedures, standards, and current software to facilitate efficient and error-free data processing.
- Generate routine reports or data summaries as requested by supervisors or team members after resolving any discrepancies

VOLUNTEER EXPERIENCE

P. A. Owens Christian Academy, Las Vegas, NV August 2022-April 2024
Teacher's Assistant
- Observed students' performance and recorded relevant data to assess and track progress while keeping teachers informed of significant events or challenges
- Assisted teachers with classroom prep and clerical support including preparing copies, distributing instructional materials, maintaining and ordering supplies, keeping records, filing, etc
- Served in a substitute teacher role as needed

SKILLS

Microsoft Office: Word, Excel, and PowerPoint | Google Suite: Gmail, Google Docs, Sheets, Slides| | Social Media: Instagram, Tiktok|