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| Jevone A. Andy  80-40 Lefferts Blvd 6B, Kew Gardens NY 11415 · (347)753-0526  andyjevone1@gmail.com · www.linkedin.com/in/jevone-andy-481a8868 |
| Ambitious leader and business-minded professional with a proven record of achievement developing and directing strategic initiatives in ever-changing, dynamic social justice environments. Intuitive leader with acute business acumen and expertise in streamlining and improving processes, enhancing productivity, recruitment, and aligning core business, and revenue to enhance operational development and growth.   |  | | --- | | JULY 2020-PresentFounder|Executive directorBlack boys Leadership alliance for change (B-BLAC) Inc.  * Maintain appropriate staffing structure, overseeing recruiting, training, development, and evaluation of staff. * Cultivate relationships with coaches, donors, parents, participants, sponsors, and volunteers * Act as ambassador to represent B-BLAC's mission and programs   Maintain ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices. | | MARCH 2021- PresentCommunications specialist/dispatcherNew york city police department  * As dispatcher- provide Emergency response services from calls made to E911 ensuring clear communication between responding officers and callers. * As Communications Specialist- work closely with District Attorneys to provide evidence through investigative search from E911 calls and reports; issue subpoenas for court appearances | | March 2019-April 2020Passenger service agentSwissport usa- JFK  * Provided customer service to passengers, assisting with ticketing, reservations, check-in and boarding and resolving and/or escalating related issues. * Facilitated communication with passengers and forge relationships with passengers to promote services of the airline.  June 2018-April 2020Real estate agentSwissport usa- JFK  * Provided customer service to clients seeking to rent and or purchase apartments, including assessing specific client expectations to help identify a suitable apartment tailored to meet their needs. |   .  **EXPERIENCE** |

### September 2015-june 2016

## Theatre teacher

* Assisted students in exploring their creativity and interest in arts through theater production.
* Developed classroom activities and theater productions that helped enhance the critical thinking and reasoning skills of students.

## Junior world preparatory school

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| EDUCATIONJanuary 2021BACHELOR of arts/master of arts, Forensic psychologyCity unity of new york- john jay college of criminal justice *(expected june 2022)*  * John Jay Law Society * John Jay Players * Teaching Assistant  December 2020associate of arts, criminal justiceCity unity of new york- borough of manhattan community college  * GPA 3.72/4.0 * Pre-Law Society * BMCC Theater Club  MAy 2016BACHELOR of Fine arts, Acting & Directingedna manley college of the visual & performing arts  * GPA: 3.8/4.0 * Edna Manley Players * Student Council * Peer Mediator & Educator * Teaching Assistant  community involvement  |  | | --- | | november 2021-presentboard memberyoung mastermind connect initative Worked closely with Executive Director and board members to provide oversight of programs and initiatives. Organized and implemented fundraising events; contacted potential donors and partners. | | july 2016-august 2018board memberd’ORO DANCE ENSEMBLE Served as Board Secretary providing oversight and records of meetings. Served as liaison between the board of directors and artistic director. | |

# Activities & Interests

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| * Activism and Social Advocacy * Community Innovation * Youth development initiatives | * Theatre & Performing Arts * Literature * Volunteering * Civic engagement |

# SKILLs

* Microsoft Office, Altea Amadeus Customer Management and QuickBooks
  + Public speaking
  + Event planning
  + Excellent judgment
  + Office administration procedures
  + Problem solving
  + Ability to multitask in faced paced environments
  + Organizational skills
  + Excellent verbal and written communication skills
  + Professionalism
  + Team player
  + Inventory control
  + Problem solving
  + NICE Investigate/ E-Justice