

SHAKOPEE, MN 55379
(612) 458 - 1863
YAYAM.BURRELL@GMAIL.COM

Ayana M. Burrell-Lightfeather

Strengths: Deliberative, Strategic, Intellection, Input, Restorative

SKILLS

- Strong problem-solving and organizational skills
- Hard-working, especially capable when working independently
- Capable typing and computer skills and proficient knowledge of Google software and Microsoft Office products
 - Teams, Outlook, Excel, OneNote, Word, SharePoint contributor level access
- Understanding of how to keep private data secure and prevent phishing attacks
- Adaptable, detail-oriented, and motivated to learn + increase experience

EXPERIENCE

Asian Media Access — Minneapolis, MN

Supervisor: Steve Lu

Youth Media Force Intern, JULY 2020 – AUG. 2020; JUNE 2021 – AUG. 2021

- Researching and collecting data on concerned issues
- Learning to create multimedia work(s) using online software
- Assisting the development of the “Youth in Charge” web-blog site

Hennepin County, Purchasing and Contract Services — Minneapolis, MN

Supervisor: Julie Megli-Wotzka

Disparity Reduction Data Intern, JUNE 2022 – AUG. 2022

- Reviewing demographic data that is used for tracking success at reducing disparities in county contracting
- Validating that the information is correct in contracting systems
- Updating contracting systems if needed

Hennepin County, Human Services — Minneapolis, MN

Supervisor: Erin Brush

SharePoint Migration Intern, JUNE 2023 – AUG. 2023

- Reviewing SharePoint Pages and identifying and tracking links that will break
- Updating broken links on pages after migration
- Attend regular SharePoint team meetings
- Completed Hennepin County data security training

EDUCATION

GED — *Shakopee, MN*

- GED achieved 05/28/2024

Minnesota Community and Technical College — *Minneapolis, MN*

AA in Psychology, AUG. 2024 - Present

- Expected graduation year: 2026