

Michelle Nduku Muli

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Education

Bachelor of Digital Arts and Sciences
University of Florida, Gainesville, FL

May 2025
GPA: 3.96/4.00

Skills

- *Animation and Video*: Toon Boom Harmony, Maya, Adobe Premiere
- *Illustration*: Adobe Photoshop, Adobe Illustrator, Medibang Paint Pro, Procreate
- *Coding and Gaming*: CodeBlocks, Unity
- *Other*: Microsoft Office, Cinema 4D

Work Experience

Desk Assistant for the University of Florida
Gainesville, Florida

January 2022 – May 2025

- I was responsible for providing customer service to current residential students, prospective UF students, families, and departmental employees in different residential facilities.
- I acted as an ambassador for Housing and Residence Life, as well as the University of Florida, to provide accurate information and campus resources.
- I assisted with various administrative functions, such as recording meter readings and completing daily tasks, while maintaining effective communication with supervisor(s) and other housing and residence life team members to ensure a smooth transfer of duties and information.

Extramural Involvement

Secretary for the African Student Union (ASU) of the University of Florida
Gainesville, Florida

April 2023 – May 2024

- I was responsible for keeping accurate and consistent meeting minutes.
- I created a record of tasks, task heads, and deadlines in the form of a Summary Action Sheet to accompany meeting minutes.
- I made sure that minutes are available for viewing by the executive board and general body within 72 hours of a meeting.
- I kept a record of attendance at meetings and other organization events.
- I oversaw the creation, publication, and distribution of the organization's official magazine, "The Motherland Magazine", which informs students of current news on the African continent and gives students an opportunity to express ideas and creative expressions relating to African cultures.

Public Relations Director for the African Student Union (ASU) of the University of Florida
Gainesville, Florida

April 2022 – May 2023

- I was responsible for all publicity and publications related to the organization as approved by a majority of the Executive and/or the General Body.
- I oversaw the coordination of all publicity efforts with the programs of other officers in the organization within a reasonable time before these activities and programs.
- I assisted with the nomination of an editor and editorial sub-committee to publish and distribute the organization's official magazine "The Motherland Magazine", which informs students of current news on the African continent and gives students an opportunity to express ideas and creative expressions relating to African cultures.

Awards and Recognition

- Davis UWC Scholarship Recipient
- Certificate of Outstanding Merit Recipient

August 2021 – Present
November 2024