

JOANELLE J. BAPTISTE

Phone: (252) 331-8899

Fax: (252) 338-4053

E-mail: JJBAPTISTE@mail.ecsu.edu

Permanent Address:

P.O. Box 1851 Kingshill
St. Croix, U.S.V.I. 00851

Local Address:

ECSU Campus Box 531
Elizabeth City, NC 27909

Profile:

Energetic, dependable student with academic experience in the area of **Mathematics**. Currently seeking an internship to compliment theory learned at the university level. Solid communication and leadership skills with a background in Human Resources. Technically proficient in **Windows 98, 2000, Me, XP; HTML, Dreamweaver, Front Page, Intro to C++, Mathematica 4.0, Microsoft Word, PowerPoint, Corel Word Perfect, TI-83 calculator; 45 words/min with 99% accuracy.**

Education:

ELIZABETH CITY STATE UNIVERSITY, Elizabeth City, NC

Bachelor of Science in Applied Mathematics/ Computer Science: Minor, expected May 2005

- Researcher, NASA/ NOAA/ Office of Naval Research (ONR) Undergraduate Research Program **2003-present**
- McNair Scholar, Ronald E. McNair Post Baccalaureate Achievement Program **2003-present**
- Member, Math Club **2003-present**
- Member, National Society of Black Engineers (NSBE) **2003-present**
- Member, Vikings Assisting New Students (VANS), Peer Mentoring Program **2001-present**

Internship Experience:

THE DEPARTMENT of VETERANS AFFAIRS, Washington D.C.

Information Technology Specialist/ Requirement Analysis Team

Summer 2003

- Provided a summary of what projects needs to be accomplished. Indicate if this project is being initiated because it corrects identified deficiencies, is required by law or court order ruling, and is required by congressional or presidential directive.
- Contributed significantly to the submitting, tracking, and reporting 130 of those Project Initiation Requests (PIRs). Managed PIRs on an Access database.

Professional Work Experience:

ELIZABETH CITY STATE UNIVERSITY HUMAN RESOURCES, Elizabeth City, NC

Administrative Assistant

2001-May/03

- Organize meeting dates, answer telephone, business letters/ invoices/ work orders
- Computer –related projects, customer service

WATER & POWER AUTHORITY, St. Croix, U.S. Virgin Islands

Emergency Line Dispatcher

Summer 1999

- Dispatched emergency power outages and fluctuations to linemen
- Dispatched power connections/reconnections; Tree Cuts

Volunteer Experience:

JUAN F. LUIS HOSPITAL, St. Croix, U.S. Virgin Islands

Management Information Systems Department

2000-2001

- Assisted in troubleshooting computer systems and repairs

Conferences:

- Women of Color Research Sciences and Technology Awards Conference

Sept. 2003

Awards & Honors Received:

- NASA/ Office of Naval Research Scholarship Recipient
- NAFEO, National Association For Equal Opportunity In Higher Education Internship Opportunity
- Honor Marshall, 133rd & 134th Commencement Convocation
- Chancellor's List
- National Dean's List
- Delta Sigma Theta Sorority, Inc. Rita Webster Scholarship St. Croix Alumnae Chapter
- Alpha Kappa Alpha Sorority, Inc. Mu Gamma Omega Chapter Scholarship Award

2003-2004

Summer 2003

Fall 2002 - Spring 2003

Fall 2001 - Spring 2002

2001-2002, 2002-2003

2000-2001

2000-2001

REFERENCES AVAILABLE UPON REQUEST