

Ulyera Brooks

EDUCATION

University of Pittsburgh

Majors: Political Science and English Writing

Minor: Africana studies

Recipient of the Taube Fiction Award 2023

Pittsburgh, PA

Graduation: April 28, 2024

Summa Cum Laude

WORK EXPERIENCE

Institute of Reading Development

Teacher

Charlotte, NC

May 2024 - present

- Teach grades 4k – 10th Grade fundamental reading and study skills, both virtually and in person.
- Provide support to parents and students outside the classroom.
- Complete and submit data daily data reports on student progress.

Residence Life

Resident Assistant

Pittsburgh, PA

August 2021 – April 2024

- Enforced and implemented all University living policies, promoted academic excellence, addressed student needs, and encouraged campus involvement.
- Planned programs that encouraged resident engagement, wellness, diversity, education, and health.
- Managed administrative duties: budgeting, maintenance requests, incident reports and room transfers.
- Counseled and advised first year students on academic and personal questions and concerns.
- Worked regularly with a staff of fifteen other Resident Assistants and one Resident Director.

Lead Resident Assistant

August 2023 - April 2023

- Provide peer-to-peer support and cultivate a sense of peer-to-peer accountability for assigned student staff team and serve as Duty Manager for assigned area.
- Assist in creation and implementation of weekly Student Staff meetings.
- Serve as the member of the Resident Assistant Advisory Panel (RAAP).
- Assist with and complete administrative tasks in a timely manner.

Residential Programming Team

Purposeful Partnership Liaison

Pittsburgh, PA

June 2022 - April 2023

- Work with a team of five other student staff members and two supervisors to plan campus wide programs.
- Communicates with outside Pittsburgh businesses as well as University of Pittsburgh organizations.
- Regularly meet with University of Pittsburgh departments to plan large scale trips.
- Host campus wide programs on a monthly basis.

Jumpstart

Corps member

Pittsburgh, PA

September 2020 – April 2021

- Worked regularly with young children and fostered a learning and explorative environment and trained as a mandated reporter.
- Attended weekly trainings focused on childhood development and community building.
- Worked in an assigned area with one other team member and a team lead.

LEADERSHIP EXPERIENCE

African Students Organization

Events Committee Co-Chair

Pittsburgh, PA

August 2021 – April 2023

- Regularly plan and budget club events, manage a committee of five people, schedule, and host weekly committee meetings.

Secretary

August 2023 – April 2024

- Keep record of weekly board meetings, reserve University rooms for club activities, maintain communication with university affiliates and club members.

Women in Politics at Pitt

Secretary

Pittsburgh, PA

January 2022 – April 2024

- Keep meeting minutes and meet regularly with e-board members, host volunteer opportunities and club meetings.