

Kanya Edmonds

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Education

Old Dominion University

Graduation December 2023

English Major

Secondary Education concentration and Linguistics concentration

Spanish Minor

TESOL Certification

Extracurriculars and Leadership

Student Virginia Education Association- President

National Panhellenic Council- Vice President of Administration

Zeta Phi Beta Sorority, Inc- Phylacter

Work Experience

SET Scheduling Assistant

Student Engagement and Traditions at Old Dominion University **October 2022- August 2023**

- Create and approve space reservation requests for on campus spaces using EMS software.
- Correspond with students, faculty, and staff regarding their events.
- Operate the EMS software to complete bookings.
- Approve and add representatives to EMS software.

Monarch Orientation Coordinator

June 2020-December 2022

Student Transition and Family Programs at Old Dominion University

- Assist during the interview process of Monarch Orientation Leaders.
- Facilitate training of new Monarch Orientation Leaders.
- Oversee orientation operations throughout campus during orientation days.
- Serve as a point of contact between Monarch Orientation Leaders and the Office of Student Transition and Family Programs.
- Attend NODA Orientation leader conference

LSI Engagement Staff

October 2020-21

Office of Leadership and Student Involvement at Old Dominion University

- Communicate with organizations and students to answer questions about events.
- Create promotional material for campus events.
- Approve and post promotional flyers around campus.
- Sort mail and contact student organizations for package pick up.

Monarch Orientation Leader

January 2019- January 2020

Student Transition and Family Programs at Old Dominion University

- Facilitate virtual small group presentations with incoming freshman and transfer students.
- Support incoming students in their transition to ODU.
- Hold office hours in my personal zoom room to assist incoming students.
- Host virtual summer programming for freshman students to help prepare for college.