

# TORRIANE HARDEMAN

PROGRAM COORDINATOR

## CONTACT



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Douglasville, Georgia 30135-6740

## SKILLS

- Program Management
- Training Coordination
- Organizational Skills
- Problem Solving
- Social Media Management
- Public Speaking

## LANGUAGES

- **English**  
Advanced

## PROFESSIONAL SUMMARY

Proven leader in developing and executing successful media programming strategies, fostering strong relationships with students, and managing student academic success. Successfully, track record of positioning media programming initiatives to enhance student audience engagement, peer to peer interaction, and minority graduation rate increase. Excellent communicator and problem solver, adept at navigating complex projects, and creating innovative solutions.

## EXPERIENCE

January 2023 - Present

### **Multicultural Achievement - Program Coordinator**

University of West Georgia , Carrollton, GA

- Collaborated with internal teams across departments to ensure effective operations of the program.
- Facilitated program meetings, conferences, and workshops.
- Developed and maintained relationships with students to ensure successful program implementation.
- Provided guidance to students regarding academic and personal matters as a mentor and resource.
- Developed strong communication skills while leading weekly staff meetings and coordinating events.
- Facilitated interactive workshops on topics such as health, wellness, diversity, leadership development.

February 2022 - January 2023

### **Program Manager Assistant**

Frederick Douglass Highschool, Atlanta, Georgia

- Prepared classroom for daily lessons and cleaned and organized between classes.
- Developed and maintained classroom environment conducive to learning and appropriate for social and emotional development of students.
- Motivated and engaged students, developing skills and knowledge for academic foundation.
- Maintained accurate records of attendance, grades and other relevant data related to student performance.
- Developed strategies to effectively manage classroom behavior, promote positive learning environment and ensure student safety.
- Promoted critical thinking to help students develop problem-solving skills.

January 2021 - February 2022

## **Business Analyst**

N3 Results, Atlanta, Georgia

- Analyzed existing systems and processes to identify areas of improvement.
- Managed multiple concurrent tasks in a fast-paced environment.
- Collaborated with developers to ensure that product designs meet customer needs.
- Facilitated communication between stakeholders and technical teams.
- Built relationships with internal customers to ensure successful project outcomes.
- Developed process models, use cases and user stories to define system functionality.

## EDUCATION

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Expected graduation May 2025

### **Master of Education in Higher Education Administration Candidate**

Columbus State University, Columbus, GA, US

December 2020

### **Bachelor of Science (B.S.) in Educational Psychology**

Georgia Gwinnett College, Lawrenceville, Georgia

## CERTIFICATIONS

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- CPR Certified
- Mandated Reporter Certified

## COMMUNITY SERVICE

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May 2011 - Present

### **Facilities Coordinator**

Awakening Reformation City Church, Kennesaw, Georgia

- Maintained a safe working environment by adhering to safety policies and regulations.
- Exhibited strong organizational skills, with the ability to prioritize multiple tasks and meet deadlines.
- Coordinated special events within the organization's facilities including setup and cleanup needs and security measures.
- Performed regular maintenance on office furniture, fixtures, lighting systems, appliances, according to manufacturer guidelines.
- Prepared monthly reports outlining performance metrics associated with various facility functions.