

Channtel Ravenell

PROJECTS

Holiday Gift Factory.com and Melody Keeper.com - Owner

- Designed and startup two ecommerce stores
- Collaborate with manufacturing companies to maintain inventory
- Fund and operate advertisements to accumulate 1.5k website traffic within first month of launch
- Execute social media and email marketing strategies

Escape Room Directed Study — Project Manager

- Scheduled group meetings with my professor and team to discuss enhancements to the project.
- Designed and constructed prototypes
- Managed project budget and sought funding.
- Provided team members the tools to complete assignments and meet deadlines by facilitating meetings, assigning deadlines, and creating design documents

EXPERIENCE

Hamilton Garrett Music and Arts Academy, Boston, MA — Operations Assistant and Music Teacher

October 2014 - December 2019

- Managing social media pages and posting daily content
- Collecting digital content by photographing student activities
- Utilized Google Sheets and Forms to manage and organize all documents, funding, plan holiday events, and overall operational support
- Provided administrative support by designing fliers for donations, promotional purposes about performances, and program updates through newsletters.
- Designed and led music lessons consisting of 35 students studying piano, guitar and vocals.
- Supported faculty grant writing.
- Brainstormed club activities for students, including a podcast,

EDUCATION

Northeastern University,
Boston, MA

Candidate for Bachelor of
Science in Behavioral
Neuroscience and Minor in
Business

Expected Date of Graduation May
2021

AWARDS

Community Service Award:
Action for Boston
Community Development,
2017

Boston Public School
Scholarship, 2016–Present

Darrell S. Hogan McKoy
Scholarship, 2019–Present

bookclub, science and math club.

**Department of Newborn Medicine and Fetal-Neonatal
Neuroimaging and Developmental Science Center (FNNDSC)
at Boston Children's Hospital and Harvard Medical School
Boston, MA – Research Associate**

January 2019 - June 2019

- Collaborated with other researchers to write medical journal articles.
- Researched and analyzed brain images and confidential medical records of fetuses to childhood.
- Compared data of patients with and without mental illnesses
- Mapped proteins and synaptic connections indicated in Neuroimaging

**Halloran Consulting Group, Inc., Boston, MA
—Administrative Consultant Intern**

July - August 2019

- Executed budgetary risk and internal metric analysis of various projects to create a predictive model of cost overruns.
- Assisted with management of the sales process and general office duty.
- Collated information of regulatory obligations according to the country in efforts to espouse efficiency in start up projects.
- Collaborated with consultants.
- Organized data of CRO experiences for future reference.

Boston Public School Headquarters, Boston, MA — Intern

June 2017 - June 2018

- Designed event fliers
- Performed intake of incoming teachers entering the New Teacher Development Program to manage attendance and required hours.
- Contacted teachers via email for missing information while utilizing Google Sheets and Excel to maintain and organize teacher information.
- Maintained multiple documents containing confidential information.