

Charles Saadiq

email saadiqch@msu.edu

Objective

To strengthen my knowledge and experience in the University Outreach and Engagement Department of Michigan State University with the focus on youth & community development.

Professional Experience

Administrative Assistant

Michigan State University Partnerships Office at YouthVille Detroit: Detroit, MI; July 2012 – present

- Provide administrative and program support to university faculty and staff at the MSU Detroit Partnerships and MSU Detroit Center offices.
- Communicate with students, public, faculty, staff and external agencies/organizations to exchange information, resolve programs and/or provide for programs and services.
- Manage website and social media digital content.
- Partner with various agencies within the context of collaboration and the overall philosophy of the Office of Outreach and Engagement.

Workshop Coordinator - Independent Contractor

YouthVille Detroit: Detroit, MI; May 2010 – May 2014

- While being contracted through my company, introvert images, LLC, I conducted photography & graphic design workshop sessions to youth ages 11-19.
- Coordinated hands-on training in composition, lighting, SLR manual settings and basic graphic design in Photoshop CS4.
- Promoted the relevance of the fine arts by using photography as the primary medium.

Administrative Assistant

Plymouth Educational Center Preparatory High School: Detroit, MI; June 2008 – June 2012

- Responsible for the overall management of office operations, medical files, academic records, statistical reports, and technical writing.
- Assisted with student recruitment, enrollment, and retention by the use of effective marketing strategies.
- Managed the ECC (Every Child Connected) program that serves as a liaison between students and organizations/individuals related to youth development.
- Assisted with administering student email accounts, IT support, organizing student digital portfolios, and the general management of the school website.

Program Coordinator - Part Time

YMCA of Metro Detroit: Detroit, MI; December 2006 – May 2009

- Served as a liaison between Y-Moves program, sponsored organizations, neighboring schools, program participants, and parents.
- Responsible for recruitment, promotions, and enrollment of the youth participants.
- Implemented and managed the core-curriculum for the series of male mentoring workshops.
- Responsible for planning special activities, conducting test evaluations, and completing project reports.

Education

Clark Atlanta University

Bachelors of Arts - Early Childhood Education
Atlanta, GA

Professional Affiliations

introvert images, LLC

Southfield, MI; January 2005 – present

Owner

~ The fine arts organization provided an artistic platform for the youth to develop their creativity through visual and literal means. Currently, the company hold the copyright for freelance photojournalism and street photography.

National Honors Society

Detroit, MI; March 2011 - May 2015

Faculty Council Member at Plymouth Educational Center Preparatory High School chapter

~ Appointed to a five-member council to administer the overall duties of selected student activities.

4-H Youth in Governance Club

Detroit, MI; August 2012 – August 2013

Co-Group Leader

~ Through Michigan State University Extension, I volunteered to support young people to engage in community service & public policy activities to promote leadership and civil responsibility.

Henry Ford YouthVille Clinic Adult/Parent Advisor Board

Detroit, MI; February 2009 – January 2011

Interim Board President

~ A governing board that oversees the youth clinic's effectiveness with community service, special events, health awareness and partnerships with local youth organizations and schools.