

ANISA BECAJ

Education

Monmouth University, Leon Hess School of Business

September 2017-May 2021

Bachelor of Business Administration, Management/ Leadership & Organizational Development

Minor: Information Technology

Honors: Beta Gamma Sigma International Business Honor Society, Phi Eta Sigma Honor's Society, Rho Lambda, Order of Omega, Gamma Sigma Alpha, Deans List, Benedict J. Torcivia Sr. Distinguished Endowed Scholarship

GPA: 3.87

Academy for Information Technology

September 2013- June 2017

Work Affiliations

Monmouth University Admissions

West Long Branch, NJ

Student Ambassador

08/2018 to Current

- Administer tours of the University averaging of 15 prospective students and families 3 days a week
- Contribute to University Admissions as a front-office representative of student life on campus
- Work closely with the Admission Counselors of Monmouth University to prepare for Accepted Student Days and Information Sessions.

Monmouth University Student Activities

West Long Branch, NJ

Orientation Leader

08/2020 to 09/2020

- Maintained wide knowledge of University offerings, amenities, and information to share with 175 students while also facilitating break out rooms for a virtual New Student Orientation program.
- Lead small-group discussions with 35 incoming students discussing transitional issues and fostering supportive relationships during orientation.

Peer Transition Assistant

08/2020 to 11/2020

- Host weekly hour-long informational workshops with 30 students and remain as a contact person throughout the fall semester
- Make every effort to provide new students with a thorough understanding of the University's goals, standards, expectations, and opportunities.

Monmouth University Bookstore

West Long Branch, NJ

Store Clerk

01/2018 to 01/2020

- Manage daily cash flow through cash, credit, debit cards, and personal checks, providing correct change in payment transactions
- Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems swiftly

Campus Involvement

Alpha Omicron Pi – Women's Fraternity

Chapter President

November 2019 to Current

- Lead chapter of 118 members and develop goals focused on promoting a well-rounded environment of academic success, social growth, and responsibilities
- Supervise and delegate responsibilities to 27 executive board members through weekly board meetings
- Serve as representative to University staff, Headquarter staff, alumnae, and fraternity members
- Achieved international recognition from headquarter staff for Excellence in Membership Experience, Academic Achievement, and Campus & Community Involvement.
- Attended NGLA's three-day leadership conference in Baltimore, MD developing chapter best practices and honing effective management and leadership skills.
- Implement a Diversity, Equity, and Inclusion chair to the Iota Theta executive board
- Attend monthly President Meetings, Weekly Greek Senate Meetings, and Recruitment Task Force Meetings.

VP of Standards

November 2018 - November 2019

- Served as Risk Management and Accountability officer for the 96-member chapter ensuring compliance with local, University, and Alpha Omicron Pi Headquarter standards and regulations
- Served as a confidential resource to members to address personal, academic, and social concerns.
- Investigate alleged policy infractions and execute appropriate actions to the executive board and standards committee while also providing guidance for each member

Awards Director November

2020 to March 2021

- Aid the Iota Theta chapter with the application process for International Awards in different categories including: Academic Excellence, Campus and Community Involvement, Collegiate Philos, and more.

Beta Gamma Sigma – International Business Honors Society

President

Fall 2020 to Current

- Conduct meetings with executive board and general members by providing an agenda and delegating responsibilities
- Serve as a liaison between the chapter and Leon Hess Business School and the University Business Council
- Collaborate with the TCNJ Entrepreneurship Club to support the “Link” Network of students from Princeton, NJIT, Rutgers, Rider, Penn State, and Lafayette College.

Vice President

Spring 2018 to Fall 2020

- Responsible for committee management, additional even programming, and communication between other BGS chapters.
- Represent organization at monthly University Business Council meetings and provide operational updates.

American Marketing Association

Membership Chair & President

October 2018 to Current

- Collaborate with executive board to create recruitment strategy focused on attracting academic diversity, resulting in 20 members.
- Organize and execute meetings for the general membership to keep members informed on upcoming events, opportunities, and resources.

Class of 2021 Giving Committee

October 2020 to May 2021

Ambassador

- Encourage and educate graduating students from the class of 2021 of the importance to raise private support for the university, while encouraging them to begin their participation as donors, which makes Monmouth a stronger, more competitive university.
- Help fundraise throughout the campaign and attend bi-weekly meetings.

Volunteering

- Food Recovery Network, Arthritis Foundation, The Big Event, Supporting Greek Philanthropy Events, Long Branch Beach Clean Ups, Ronald McDonald House, Black Visions Collective

Skills

Microsoft Office Specialist Certification (2014) | CompTIA A+ PC Technician Certification (2015)

Languages: English and Albanian

Interpersonal Skills: Public Speaking, Written Communication, Event Planning, Organization