

SEQUOIA M. WILLIAMS

Atlanta, GA 30308

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LEADERSHIP

Demonstrates strong analytical, communication, and teamwork skills, with proven ability to quickly adapt to new environments. Eager to contribute to team success and further develop professional skills. Brings positive attitude and commitment to continuous learning and growth.

SKILLS

- Strategic leadership
- Business planning
- Content Editing
- Business management and development
- Computer proficiency
- Business intelligence
- Marketing Strategy
- Business growth and retention
- Customer service
- Client relations

WORK HISTORY

08/2023 to Current

Educational Chair

The University of Alabama – Tuscaloosa, AL

- Collaborate with Vice President for planning decisions and assist the Outreach Chair in mentoring efforts
- Successfully organize at least one educational forum per month, ensuring appropriateness and submitting comprehensive event production schedules

08/2019 to Current

Founder

Sequoia Nails – Opelika, AL

- Perform various nail care services, meeting client preferences, while maintaining high hygiene standards and a clean, organized work area to ensure a safe and comfortable environment
- Manage all business operations including as marketing, financing, and booking, resulting in a significant amount of revenue

05/2022 to 08/2023

Team Member

Smoothie King – Tuscaloosa, AL

- Create and customize smoothies, juices, and beverages according to company recipes and customer preferences, ensuring consistency in taste and quality, and providing prompt, friendly customer service.
- Maintain a clean, organized work area, uphold hygiene and sanitation standards, and follow health and safety regulations for the safety of customers and team members.

08/2020 to 05/2021 **Student Worker**

The University of Alabama – Tuscaloosa, AL

- Assist students and families with financial aid application processes, providing guidance on eligibility criteria and funding options, ensuring informed financial decisions
- Assist in administrative tasks like data entry and document scanning, ensuring financial information accuracy and confidentiality. Collaborate with financial aid counselors to organize workshops and informational sessions

EDUCATION

05/2024

Bachelor of Science: Commerce and Business Administration, Marketing

The University of Alabama, Culverhouse College of Business - Tuscaloosa, AL

- President's List
- Dean's List
- GPA: 3.6/4.0, Major GPA: 3.5/4.0
- Awarded William Carey Scholarship

LEADERSHIP EXPERIENCE

Educational Chair, 08/23, Present, National Council of Negro Women, The University of Alabama, Tuscaloosa, AL, Collaborate with Vice President for planning decisions and assist the Outreach Chair in mentoring efforts., Successfully organize at least one educational forum per month, ensuring appropriateness and submitting comprehensive event production schedules.

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/sequoiawilliams/>

COMMUNITY SERVICE

- Serve Team with Church of The Highlands
- West Alabama Food Bank
- Habitat for Humanity ReStore
- Mentoring at Southview Elementary
- Community soup bowl
- Heart walk

ACTIVITIES

- National Council of Negro Women
- Black Business Student Association
- CEO Alabama
- Black Student Union
- Collegiate 100
- Phi Eta Sigma Honor society
- Recipient of William Cary Hulsey Endowed Scholarship

VOLUNTEER WORK

- Supported engaging, fun, and smooth-running events by helping with organization and planning.
- Assisted with special events and programs.
- Used strong interpersonal communication skills to convey information to others.
- Helped clients navigate social services system and access needed resources.