

OPULENCE A. VENTON

(662) 394-9967 OAVENTON7@GMAIL.COM

EDUCATION

Tennessee State University- Nashville, TN

Masters of Occupational Therapy- Expected December, 2024

The University of Mississippi- Oxford, MS

Bachelors of Science, Communication Sciences and Disorders- May, 2021

EXPERIENCE

The University of Mississippi Law School- University, MS

Office Assistant August 2021-August 2022

Balance various Law School accounts

Update student records

Organize tablecloth inventory and order forms for Student Organizations

MS Mission Acceleration-Oxford, MS

Academic Guide June 2021- July 2021

Tutored grade-level students in reading

FedEx Student-Athlete Academic Center -University, MS

Work-Study Assistant August 2018-May 2020

Assist Counselors with filling and other duties

Perform office responsibilities such as answering the phone and assisting the counselors in the office

Go- Greenville Internship (City of Greenville Planning Department) - Greenville, MS

Sales Intern Summer 2019

Assisted with general office duties

Compiled and sold permits to repair houses and perform mechanical and plumbing repairs

Provided Customer Service

USDA Southern Insect Management Research Unit- Stoneville, MS.

Biological Science Aid and IT Specialist Assistant, Summer 2018

Recorded data for Research

Assisted IT Specialist with computer inventory

Assisted with setting up printers and computer

ORGANIZATIONS

Preparing Our Tomorrow Uniquely in STEM (POTUS)- August 2023-Present

Tennessee State University COTAD Secretary (April 2023-Present)

Tennessee State University Student Occupational Therapy Association Secretary (March 2023-Present)

Tennessee State University Coalition of OTs Advocating for Diversity (COTAD) (March 2023-Present)

American Occupational Therapy Association (August 2022-Present)

Tennessee Occupational Therapy Association (August 2022-Present)

Alpha Kappa Alpha Sorority, Inc (2019-Present)