

FREDERICK COLEMAN

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EDUCATION

Lehigh University – P.C. Rossin College of Engineering and Applied Science **Bethlehem, PA**
Master of Engineering in Technical Entrepreneurship | Financial Services Technology specialization *May 2019*

- **Honors:** Stage 1 Award Recipient of EUREKA! Venture Competition of the Baker Institute for Entrepreneurship

Lehigh University – College of Business and Economics **Bethlehem, PA**
Bachelor of Science in Business and Economics | Business Information Systems, Engineering, & Africana *December 2017*

RELATED EXPERIENCE

Lehigh University – Office of Admissions **Bethlehem, PA**
Graduate Fellow *July 2018 – Present*

- Coordinate and execute day programs for prospective students, their families, and faculty & staff.
- Conduct weekly informational sessions with 100+ attendance, on-campus tours, and interviews.
- Assist with additional programming such as open houses and student on-boarding programs.

St. Luke's University Health Network – Information Technology **Allentown, PA**
Information Technology Consultant *January 2018 – June 2018*

- Diagnosed and resolved problems with hospital systems and computing networks at rate of 300+ issues/month.
- Provided technical support and insight at over 200 sites and offices in the hospital network.
- Connected hospital personnel onto corporate computing network upon approval at rate of 150 persons/month.

University of Ghana & University of Nairobi **Accra, Ghana & Nairobi, Kenya**
Telecommunications Researcher *October 2014 – August 2017*

- Conducted research studies on the capabilities and potential of telecommunication services in Ghana and Kenya.
- Studied penetration and exposure to digital technology through interviews and surveys in Ghana and Kenya.
- Compared & contrasted risk management strategies of IT professionals in Africa with their Western counterparts.

Lehigh University – Office of Admissions **Bethlehem, PA**
Diversity Recruitment Intern *September 2014 – May 2017*

- Facilitated admission of students from diverse backgrounds, increasing diversity on campus by 20%.
- Used emerging graphical tools to create effective promotional material for admissions programs.
- Supervised and trained a team to increase enrollment rates of admitted students.

LEADERSHIP EXPERIENCE

Graduate Student Senate | Steering Committee Member *July 2018 – Present*

- Collaborate with faculty to shape the University's policies relating to global affairs considering students.
- Develop academic programs with faculty for the Africana studies program utilizing a \$1.25 million endowment.

Class Officer | President of the Class of 2017 *August 2013 – May 2017*

- Served as the main liaison between the Class of 2017, alumni, faculty, and senior University officials.
- Created an onboarding program which coincided with an 85% increase in retention of first-gen. college students
- Managed a 20-member team to convert 800+/1,200 graduating seniors into first time alumni donors.

National Society of Black Engineers | Chapter Senator & Parliamentarian *February 2014 – May 2017*

- Led reformation of chapter by-laws and ensured an efficient leadership transition process.
- Secured \$10,000 in campus grants and sponsorships to send 30+ chapter members to national convention.

Undergraduate Student Senate | Assistant Treasurer *January 2014 – September 2015*

- Partnered with the Treasurer with the management of a 10-member committee to audit 200+ student clubs.
- Disbursed \$500,000+ in funding to student organizations and initiatives each academic year.

TECHNICAL SKILLS

Computer: C#, CSS, HTML5, Java, Python, R, SQL

Software: Microsoft Office Suite, MATLAB, Salesforce, SAP, SPSS, QuickBooks, Adobe Photoshop

Other Skills: Leadership, public speaking, grant writing, financial modelling, systems analysis and design, database management, project management and budgeting, intellectual property management, entrepreneurial start-up processing