**KORI B. RIDDICK**

170 South Portland Avenue, Apt. #3H 917-655-0207

Brooklyn, NY 11217 [riddick@alum.drexel.edu](mailto:riddick@alum.drexel.edu)

**WORK Weight Watchers, Brooklyn, NY**

**EXPERIENCE** Leader/*Receptionist/Special Events Coordinator*(June 2014 to Present)

* Facilitate and motivate members on weight management strategies and provide support during their weight loss journey.
* Manage the weight recording and tally materials for the meeting, execute the selling of products, registration of new members and facilitate the set up and breakdown of the location space throughout the duration of the meeting.
* Plan, produce and coordinate the events throughout our store centers in Brooklyn which promote enrollment of new members, retention of current members and provide additional support for their weight loss efforts.

**Lockie Andrews, Brooklyn, NY**

*Personal Assistant*(January 2014 to July 2014)

* Manage and support the home office, including filing system and expenses. Conduct the research for personal and business projects.
* Craft and look after the agenda for personal and business projects.
* Provide assistance for life management tasks, including running errands and correspondence.

**Pogo Events, Brooklyn, NY**

*Senior Event Coordinator*(December 2012 to June 2017)

Event Coordinator (February 2010 to November 2012)

* Supervise scavenger hunts in New York City and in the Northeast Region independently and as part of a team (2-4 people). Manage the scorekeeping and registration data of numerous scavenger hunt competitions using Microsoft Excel.
* Communicate with participants and venue supervisors for public/private/corporate hunts on the phone and e-mail for logistical planning (scheduling, inquiries, etc.). Created customized scavenger hunts for clients for team building, academia, birthday, and other themes of interest.
* Organize the primary company office and maintain filing system on an as-needed basis.

**SPOIL-A-PET PET SERVICES, Brooklyn, NY**

*Pet Services Assistant* (August 2007 to November 2012)

* Assessed clients with their domestic animals by observing interactions to determine pet care needs.
* Trained and mentored new employees by using hands-on techniques to evaluate their ability to work independently.
* Provided daily care of domestic animals, which included feedings, administering medications, and reinforcement of the pet owners’ training goals by using my on the job knowledge.

**Professional Library Services, Inc., Woodbury, NY**

*Senior Law Librarian Filer/Trainer* (February 2005 to December 2006)

* Organized and prepared reference materials in various libraries for law firms, courts, and law schools in New York City for accessible research.
* Assisted head librarians in the upkeep of their libraries and related reference material rooms for available research.
* Conferred with management about the progress of new employees’ training in meticulous organizational techniques of referencing materials.

**American Broadcast Company Inc., New York, NY**

*Junior Audio/Video Systems Engineer* (October 2001 to March 2004)

* Designed layout and produced documentation for the installation of electronic equipment in the graphics department, post production, and master control for on-air programming.
* Oversaw installation process of electronic equipment in the graphics and post productions departments.
* Supported senior engineers in the research, documentation, and revision of their respected projects for on-air programming.

**Philadelphia Eagles Philadelphia, P.A.**

Concierge April 2000 to June 2001

* Acted as Liaison between the Eagles staff and maintenance, facilities and catering staff
* Aided in the preparation and upkeep of the Eagles' Penthouse Suites
* Provided excellent customer service to clients throughout stadium events

**Naval Surface Warfare Center Ship Systems Engineering Station – Diesel & Steam Turbine Electric Power Systems, Philadelphia, Pennsylvania**

Engineering Co-op; September 1998 – March 1999

* Coordinated the purchasing and aided in the installation of surge suppressors aboard aircraft carriers
* Investigated and researched technical problems aboard ship vessels and provided resolutions.
* Assisted in the inspection of engines and electrical systems aboard various ships

**Naval Surface Warfare Center Ship Systems Engineering Station - Mechanical & Electrical**

**Systems Configuration & Data Management, Philadelphia, Pennsylvania**

Engineering Co-op; September 1997 – March 1998

* Helped in the maintaining of the database of ships repairs and parts
* Assisted in the inspection of gas turbine engines aboard ships

**VOLUNTEER Brooklyn Botanic Garden, Brooklyn, NY**

**EXPERIENCE** *Garden Guide*(October 2007 to Present)

* Lead group tours (2-15 people) in the Brooklyn Botanic Garden for public education and awareness.
* Carry out research on history, design layout, and plant origins for the garden guide tours.

**education DREXEL UNIVERSITY, Philadelphia PA**

*B.S in Electrical Engineering with a Concentration in Electronics, June 2001*

* Completed curriculum designed to give the aspiring engineer pertinent professional skills including the ability to apply mathematical, scientific, and engineering principles to identify and solve problems, and the ability to effectively communicate.

**Manhattan Proofreaders’ School, New York, NY**

*Certificate in Legal Proofreading, October 2004*

* Completed course designed to give the student basic proofreading and editing skills including black-lining, red-lining, and the use of proofreaders’ marks.

**SKILLS** Software: Microsoft Office 2013 (Word, Excel, PowerPoint, and Outlook)

Operating Systems: Windows 10, Mac OS

Social Media: Facebook, Twitter, Instagram, LinkedIn, Pinterest