

TYRA M. GRAHAM

Skills

Microsoft Word, Excel, Power Point and Outlook. Arts, communication skills, Creative Writing, financial, Excel.

Experience

Parks and Recreation staff member
Gwen Cherry Park

10/2014 to 05/2016
Miami, FL

- Assist with helping after school students with homework.
- Assist with summer camp activities which included fitness, arts, music, dance and literacy.
- Teaching the youth how to deescalate issues rather than engaging in verbal and or physical altercations.

Administrative Assistant Intern
Miami Central High School

09/2013 to 06/2014
Miami, FL

- Answer telephone calls, transfer calls to the appropriate recipients.
- Provide assistance to parents with school registration and admission procedures.
- Provide secretarial assistance to the principal and serve as a liaison between students, staff and parents.

Education and Training

Bachelor of Arts: Creative Writing
Full Sail University

Winter Park, FL

Publications

Inquisitive Cat - The Scarlet Leaf Review (Jan 2017)

The Bad Little Tales - Smashwords

Websites, Portfolios, Profiles

- <https://tyramgraham.wixsite.com/petals>