

# Nikayah Hill

Kutztown, PA | nikayah.lynaehill216@gmail.com | (484) 681-0266

## EDUCATION

---

### Cedar Crest College

*Bachelor of Arts*

**Allentown, PA**

*August 2019 – May 2024*

## WORK EXPERIENCE

---

### Boys & Girls Club of Allentown

*United Way Program Coordinator*

**Allentown, PA**

*January 2025 – May 2025*

- Created a volunteer recruitment, on-boarding, and training plan to promote volunteer engagement within the organization
- Aided in developing marketing material to promote various organization and community events
- Developed a data management plan to survey, evaluate, and report on data related to BGCA's members, needs, and programs.

### Historic Bethlehem Museums and Sites

*Heritage Tourism Concierge*

**Bethlehem, PA**

*September 2024 – January 2025*

- Increased visitors awareness of tours and museums by teaching them about the different sites and seasonal events that occur throughout the season, raising revenue through the amount of transactions for merchandise and admission sales
- Promoted support for HBMS by initiating friendly interactions with visitors, encouraging them to take part in programs that directly fund the HBMS mission
- Provided material support for different events by assembling, ordering, and maintaining a variety of merchandise offered through the Schroppe Shoppe.

### Good Shepherd Rehabilitation Hospital

*Development Intern*

**Allentown, PA**

*May 2024 – August 2024*

- Assisted in researching and applying to grant opportunities and editing and drafting grant proposals.
- Assisted in the collection of data for Post-Award Grant reports, allowing for a seamless transition between the final stages of the grant application process.
- Created a database of past funders for future reference when searching for project funding.

### Kutztown Public Library

*Volunteer*

**Kutztown, PA**

*May 2023 – January 2025*

- Engaged in community outreach programs, providing educational support and promoting library services.
- Organized various media for ease of access and community use.
- Contributed to the planning and execution of special events, enhancing community engagement and participation.

### DaVinci Center

*Volunteer*

**Allentown, PA**

*November 2021 – March 2022*

- Facilitated interactive learning experiences for museum visitors, engaging children and adults alike in a fun and educational manner.
- Maintained a clean and organized work area, ensuring the safety of visitors and exhibits.
- Collaborated with other volunteers and staff to ensure smooth operations and visitor satisfaction, promoting a positive team culture.

## SKILLS

---

Grant proposal preparation, writing, and research; Canva, Airtable, Microsoft Office, PowerPoint, and Google Suite; event planning; volunteer management; data management; data analysis; excellent written and verbal communication skills; time management; organization; teamwork; copywriting; customer service