

ANTONIO A. LENYEAR

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"I Have Begun Everything With The Idea That I Could Succeed." - Booker T. Washington

UNDERGRADUATE EDUCATION / EXPERIENCE

BACHELOR OF THE ARTS: COMMUNICATION STUDIES AND ENGLISH (WRITING CONCENTRATION)

Christopher Newport University (CNU) ~ 1 University Place Newport News, VA 23606 (2008 - 2012)

- * Award Recipient of "Outstanding Diversity Program Of The Year 2012", Position: Director/Producer/Vice President
- * Award Recipient of "Campus-Wide Program Of The Year 2011", Position: Coordinator/President
- * CNU Homecoming Court Designee 2010 (King Nomination) & Men's Leadership Program (Inaugural Class)
- * CNU University Fellowship 2012 and Orientation Student Director 2011 Nominations
- * CNU Multicultural Student Association Vice President / Event Planning Chairman
- * CNU Admissions Open House Panel Speaker, Diversity Educator and Community Engagement Resident
- * CNU Campus Activities Board Multimedia Coordinator / Marketing Committee
- * CNU Men Of Vision & Excellence: Campus Involvement Chairman, Cultural Awareness & Lecture Chairman
- * WCNU Radio Station Event Planning and Program Management Teams
- * CNU Career Candidate Assessor/ Selection Process Interviewer and Three-time Conference Delegate

CAREER EXPERIENCE

UNIVERSITY STUDENT AMBASSADOR

CNU Office of University Advancement ~ Newport News, VA (August 2012 – December 2012)

- * Facilitate one-to-one fundraising outreach and engagement of alumni, parents, athletes etc.

UNIVERSITY STUDENT ASSISTANT

CNU Office of Student Activities (OSA) ~ Newport News, VA (January 2011 – December 2012)

- * Assisted administration of monthly cultural heritage programs, open houses, awards programs, and Greek recruitment
- * Provided student engagement and creative project support (graphic design, logos, banners, posters, buttons, displays etc.)

UNIVERSITY FIRST-YEAR STUDENT ORIENTATION LEADER

CNU Office of Student Engagement "Setting Sail" Staff ~ Newport News, VA (May 2010 - June 2010)

- * Engaged, mentored, & facilitated teambuilding with 80+ students in orientation process monitoring safety and progress
- * Developed interpersonal and collaborative skills: crisis/conflict management, creative writing, performance art., etc.
- * Planned/facilitated process with various university departments; Education/demonstration of university knowledge

MARKETING / PUBLIC RELATIONS INTERN

Virginia Peninsula Fine Arts Center | Mariner's Museum ~ Newport News, VA (January 2012 – December 2012)

- * Compose and research news/press releases and feature stories for print, broadcast, digital, and social media
- * Coordinate events and workshops with curators, directors and artists while managing outreach networks

JOURNALIST / CONTRIBUTOR / INTERN

Captain's Log Newspaper ~ Newport News, VA (August 2011 – December 2012)

- * Published and composed articles weekly; completed journalism exercises, peer critiques, copyediting, and budget meetings.
- * Developed proficiency and portfolio covering Lifestyle, A&E, Sports, News, Photography, and Business sections
- * Trained in and used various Adobe Creative Suite products for page layout; conducted interviews & research

NATIONAL SHOWCASE PRODUCTION TEAM / VIDEOGRAPHER

National Association for Campus Activities ~ Charlotte, NC (January 2012 - February 2012)

- * Professionally engaged artists and facilitated laborious load-in/set-up of entire production (Lights, stage, equipment etc.)

DIGITAL MEDIA PRODUCTION STAFF / VIDEOGRAPHY INTERN

CNU Athletics Department ~ Newport News, VA (August 2011 – December 2011)

- * Produced, edited, and converted digital visual media for University publication and coaches' review

GS-04 FEDERAL PARALEGAL ADMINISTRATIVE CLERK

U.S. Small Business Administration Office of General Counsel ~ Washington, D.C. (June 2012 – August 2012)

- * Analyzed and designed improved records management system for legal documents of various agency divisions
- * Provided daily administrative support to 70+ government paralegals under supervision of division director

GS-04 FEDERAL MEDIA COORDINATOR / ADMINISTRATIVE CLERK

U.S. Department of Agriculture: Office of Small/Disadvantage Business ~ Washington, D.C. (June 2011 – August 2011)

- * Reviewed and composed speeches, seminar/conference planning and hosting, and interoffice communication,
- * Designed various graphics projects for events (i.e. 10ft banners, program booklets/covers, specialized nametags etc.)
- * Facilitated U.S. Departments of Agriculture and Commerce Small Business Training and Matchmaking Conference

GS-01 to GS-03 FEDERAL IT NETWORK / OFFICE MANAGEMENT / ADMINISTRATIVE CLERK

U.S. Small Business Administration ~ Washington, D.C. (May 2007 - August 2010)

Departments: Chief Information Officer (CIO) and Office of Veteran's Affairs (VA)

- * Assist CIO Help Desk and VA with interoffice operations and manage progress reports, meeting preparation/facilitation
- * Completed special tasks: hardware inventory, Software analysis, laptop imaging, LAN/WAN account creation.