

# Duchnah Richard

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## EDUCATION

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**University of Florida, Gainesville, FL**

**May 2028**

**Bachelor of Arts**, Education Sciences (School, Society, and Policy)

**GPA: 3.78**

**Minors**, Innovation and Philosophy, Politics, and Economics (PPEL)

**Relevant Coursework** | IDS1940 (explored interdisciplinary problem-solving and innovation, strengthening my ability to analyze complex issues from multiple perspectives)

**Honors** | Machen Florida Opportunity Scholar, Deans List

## PROFESSIONAL EXPERIENCE

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**University of Florida**, Student Assistant

**January 2025 - Present**

*Office of Conduct and Community Standards*

- Conducted audits to maintain accurate resident records and ensure compliance with UF Housing policies and procedures.
- Created and delivered presentations and seminars to help students understand housing processes, expectations, and community responsibilities.
- Communicated with residents and staff to provide information, resolve concerns, and enhance the overall on-campus living experience.

## LEADERSHIP EXPERIENCE

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**First Generation Organization**, Parliamentarian

**August 2024 - Present**

- Maintained bylaws and parliamentary procedures to ensure efficient and orderly executive board meetings.
- Supported board initiatives by reviewing proposals and ensuring alignment with organizational governance.
- Assisted members in understanding procedural rules, improving communication and decision-making.

**Resident Advisory Committee, Mentorship Director**

**August 2024 - Present**

- Led mentorship initiatives for residents by organizing workshops, meet-ups, and resource sessions that strengthened community support.
- Matched residents with mentors and monitored progress, improving engagement and retention in the program.
- Communicated with housing officers to coordinate events that addressed student needs and enhanced residential life.

**Matriculate, Head Advising Fellow**

**January 2025 - Present**

- Mentored first-generation and low-income high school students through the college application and financial aid process.
- Oversaw and coordinated advising efforts, including guiding Advising Fellows and supporting complex student cases.
- Monitored student progress, ensured completion of key milestones, and provided targeted support to improve college readiness and navigation skills.

**Southern Scholarship Foundation, Business Manager**

**January 2025 - Present**

- Managed financial operations for a scholarship house, ensuring accurate budget tracking and responsible spending.
- Oversaw purchasing of household supplies while maintaining compliance with budget guidelines.
- Organized receipts, invoices, and reports to maintain financial accuracy.

**Student Conduct Committee, Committee Member**

**August 2025 - Present**

- Reviewed student conduct cases and applied university policies to support fair and educational outcomes.
- Collaborated with committee members to assess evidence and provide consistent case recommendations.
- Strengthened due-process understanding through deliberations and policy evaluations.
- Maintained confidentiality and professionalism to protect the integrity of the conduct system.

**Caribbean Student Association (CARIBSA), Finance Director**

**August 2025 - Present**

- Managed the organization’s budget to ensure responsible spending and accurate financial reporting for all events.
- Oversaw purchasing and reimbursement processes, improving financial transparency and reducing delays.
- Collaborated with the executive board to plan culturally focused events while adhering to budget constraints.

**College of Education, Ambassador**

**August 2025 - Present**

- Represented the college during tours, events, and outreach, strengthening recruitment and engagement efforts.
- Communicated program information to prospective students and families to enhance understanding of academic pathways.
- Collaborated with ambassadors and staff to ensure smooth execution of outreach initiatives.

**RESEARCH AND POLICY EXPERIENCE**

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**Information Literacy Scholars Program**

**August 2025 - December 2025**

- Conducted research on information evaluation, media literacy, and academic inquiry to build advanced research skills.
- Completed workshops on scholarly communication and research methods to enhance academic writing.
- Delivered a final research presentation demonstrating applied information literacy skills and strengthening academic credibility.

**Research Assitant, Black Girlhood Collaborative**

**January 2026 - Present**

- Supported qualitative research on Black girlhood through literature review, data organization, and research synthesis.
- Assisted with coding and analysis of interview and narrative data under faculty supervision.
- Organized research materials, maintained project documentation, and contributed to analytic memos supporting ongoing studies.

**OTHER CAMPUS ACTIVITIES**

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- Minority Pre-law Society
- Pilot Compass Club
- Civil Discourse Forum
- Alexander Hamilton Society

**PROFESSIONAL SKILLS**

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- Microsoft Office Specialist (Expert)
- Certified Medical Administrative Assistant (CMAA)
- Youth Mental Health First Aid
- Cardiopulmonary resuscitation certification (CPR)
- Microsoft Outlook