

# India Carter

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## EDUCATION

### **Bachelor of Science**, May 2025

Miles College, Fairfield, AL

Major: Accounting

GPA 3.8/4.0

Presidents List Fall 2021

Dean's List Spring 2022

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## RELEVANT EXPERIENCE

### **Substitute Teacher**, January 2023-Present

#### **Kelly Services, Jefferson County Schools**, Birmingham, AL

- Assume duties of the classroom teacher in accordance with school district lesson plans, school rules
- Motivate students to learn, and encourage classroom participation
- Create a classroom environment that's conducive to learning and appropriate to the maturity and interests of students
- Adapt to the various learning styles of students
- Develop lessons plans, as well as create, administer, and grade tests and assignments

### **Intern**, November 2022-Present

#### **Alumni Affairs, Miles College**, Fairfield, AL

- Work individually; answering and conducts phone and email correspondences
- Manages inventory of office supplies, ordering new materials as needed
- Ensures the workplace is neat and clean for visitors
- Attends and provides support at special events i.e. event set up

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## ADDITIONAL EXPERIENCE

### **Recording Production Assistant**, December 2021- July 2022

#### **Tabernacle Baptist Church, DJ Smooth Productions**, Birmingham, AL

- Set up and operate camera equipment
- Record Sunday services for live streaming or uploading for remote viewers to watch later.
- Film the service, edit the footage, add additional sound or audio as needed, and upload the finished product to the appropriate platform
- Conduct slide shows of biblical verses according to the program

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## LEADERSHIP EXPERIENCE

### **Treasure**, February 2023-Present

#### **Future Business Leaders of America (FBLA), Miles College**, Fairfield, AL

- Assist in collecting membership dues (writing receipts), as well as filling out deposit slips
- Informed and involved in all FBLA money transaction
- Commit time before and/or after school as needed to help prepare for FBLA events

### **Business Manager**, August 2022-Present

#### **United Negro College Fund, Miles College**, Fairfield, AL

- Keep an accurate record of all financial transactions
- Secure and transfer funds of the Pre-Alumni Council to the Pre-Alumni treasure
- Attempt to increase the overall student giving and be available as a resource for the Pre-Alumni Council
- Attended the National Pre-Alumni Council Conference in Birmingham, Alabama February 2023

**Ambassador**, January 2023-Present

**SFEPD Student Ambassador Program, Miles College, Fairfield, AL**

- Trained in personal finance concepts to enable them to lead and teach engaging classes to fellow students.
- Develop leadership skills and act as champions of financial literacy on their college campuses.

## **SERVICE AND INVOLVEMENT**

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**Charter Member**, April 2022-Present

**Alpha Lambda Delta Honors Society, Miles College, Fairfield, AL**

- Academic success of having a 3.5 grade point average or higher with the first year of college.
- Attend meeting and discuss further events and community involvement
- Recruit freshman who are excelling and meet the requirements of Alpha Lambda Delta Honor Society

**Honors Member**, August 2021-Present

**Honors Curriculum, Miles College, Fairfield, AL**

- Attend weekly meetings, networking and meeting different public speakers.

**Red Ribbon Week**, October 2020 & October 2021

- A week-long awareness campaign that promotes a drug-free lifestyle
- Warns of the dangers of tobacco, alcohol and drug use
- Publicly speaking about alcohol and drug abuse
- Uplifting the community by giving out food, t-shirts, and helping information to get help
- Celebrate those who live without drugs as well as those who choose to leave drugs behind and live drug free

## **SKILLS AND CERTIFICATES**

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Administrative Experience, Front Desk, Bookkeeping

**Substitute Teacher License, January 2023-Present**

Jefferson County Schools, Birmingham, Alabama