






CONTACT

-  610-509-3161
-  donovanreynolds24@gmail.com
-  40 Castle Pines Drive
New Orleans, LA 70131

EDUCATION

TULANE UNIVERSITY

2019-2023 Legislative Scholarship Recipient

Bachelor of Science in Management

Major: Finance

Graduation: May 2023 GPA 3.1/4.0

JESUIT HIGH SCHOOL

New Orleans, LA

2019 Honor Graduate GPA 3.7/4.0

SKILLS

- Excel MOS Certification
- Python Programming
- MS Office Systems
- Zoom Features
- Critical Thinking & Problem Solving
- Strong Analytical Skills
- Team Player
- Excellent Oral and Written Communication Skills

DONOVAN REYNOLDS

PROFILE

I am a recent college graduate who desires to enroll in a business analytics master's program with further intentions to attend law school

LEADERSHIP EXPERIENCE

TULANE ALPHA KAPPA PSI - PI CHI CHAPTER

Executive Vice President (2022-2023)

- Ensured compliance with chapter operational procedures and guidelines
- Organized diversity, equity and inclusion proceedings, including affinity groups to maintain active engagement of the 150 members

Vice President of Chapter Integrity (2021-2022)

- Managed the discipline board to preserve chapter integrity
- Represented the chapter in meetings with the national organization

Corporate Sponsorship Chair (2021)

- Managed a product-testing fundraiser and raised \$1,000
- Organized the Jarritos Sponsorship Campaign and raised \$1,400

EXPERIENCE

THE CARTER FIRM

Legal Assistant, 2023 - Present

- Communicate with courts, medical offices, and other firms to gather information and submit documents
- Organize digital and physical filing systems for record keeping purposes
- Attend court sessions and real estate closing meetings

THE OFFICES OF LA STATE SEN. GARY CARTER, JR.

Intern, 2021-2022

- Provided administrative support to Senator Gary Carter, Jr.
- Maintain files and records so they remain updated and easily accessible.
- Answered phone calls and organized community events for district constituents

MEMBERSHIP AFFILIATIONS

- Alpha Kappa Psi, Alumni Member
- Jack and Jill of America (2011 - 2019)
 - New Orleans Chapter Teen Foundation Chair (2018-2019)