

Mimi Hattoh

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Summary

Passionate about human cognition, personal transformation, and social justice. I possess a proven track record of meeting deadlines in high-pressure situations and applying strong internal and external problem-solving capabilities. Reliable and organized team member who takes ownership over projects and sees them to completion. Abilities include:

- Building and maintaining lasting relationships with clients and colleagues
- Taking initiative and proactively addressing concerns or challenges
- Motivated to perform in unstructured and virtual environments with little need for handholding

Professional Experience

Book Project Manager

November 2023 – November 2025

- Successfully planned, researched, and completed a debut non-fiction book manuscript (expanded consciousness - 333 pages), adhering to a rigorous self-imposed writing and editing schedule.
- Applied advanced research and critical analysis skills to synthesize complex information, positioning the book as an authoritative work in the field of consciousness and quantum physics.
- Currently leading the pre-publication phase, including securing representation for the 2026 launch.
- Managed all phases of the creative and production lifecycle, from concept and initial drafting to structural editing.

New Jersey Department of State, Office of Lt. Governor

January 2024 – February 2025

Community Outreach Specialist Intern

Trenton, New Jersey, USA

- Developed engaging social media content highlighting the importance of voting and individual civic participation during NJ Civic Learning Week and Voter Registration Week.
- Collaborated with the Department of State and Lt. Governor's senior staff on research projects, contributing to written materials and deliverables.
- Provided guidance and support to internal and external partners on organizing effective voter registration drives in their communities.
- Actively participated as a member of the Department's Civic and Voter Education Team, contributing to broader civic engagement initiatives.

Eagleton Institute of Politics, Center for Youth Political Participation

August 2023 – June 2024

Research Assistant

New Brunswick, New Jersey, USA

- Managing the Young elected Leaders Project (YELP), including data collection and analysis on the age, gender, and racial composition of political entities across the United States.
- Maintaining and updating the YELP website ensuring it provides comprehensive information on political candidates, election statistics, and general election-related content.
- Responding to data requests and cross-referencing age data for accuracy, and sourcing age estimates and findings.
- Writes press releases detailing the trends and information regarding data relation age, race, and gender demographics across the United States.

Rutgers University, Center for Research on Ending Violence

January 2022 – June 2023

Research Assistant

New Brunswick, New Jersey, USA

- Support Program Director in monthly and quarterly data collection and reporting.
- Monitor and document key metrics to evaluate efficacy of VPVA programs and training in each office.
- Research current programing and events to share best practices and organize final report.
- Responsible for data collection, evaluation, analysis, and reporting on how to improve training.

Robert Wood Johnson Medical School

August 2022- April 2023

Social Work Intern

Piscataway, New Jersey, USA

- Organize weekly community outreach at Elijah's Promise to recruit uninsured patients for the Eric B Chandler Medical Center's Homeless and Indigent Population Health Outreach Program Promise Clinic.

- Collaborate and train student doctor teams to ensure that patients' social needs are properly screened and addressed during their medical appointments.
- Connect patients to community resources like housing, food, employment, and mental health services.
- Liaise with the Middlesex County Sexual Assault Coalition to keep up-to-date with services available.

Rutgers University, Center for Research on Ending Violence

2021 – 2022

Training Program Assistant New Brunswick, New Jersey, USA

- Oversaw the Center's Violence Against Women & Children professional certificate program.
- Managed enrollment, tracking participants for series completion, graduation planning and final reporting.
- Audited online and in-person course curriculum to ensure relevance and current research was used.
- Created interactive learning activities to help improve the virtual learning experience.

Middlesex County College

2019 – 2021

Peer Writing Tutor Edison, New Jersey, USA

- Worked hand-in-hand with students from brainstorming and rough drafts to final submission.
- Guided students in finding, reading, and citing research articles and journal.

British Airways Ghana

2013

Customer Service Representative Kotoka International Airport, Accra, Ghana

- Resolve pre-travel customer issues and enquires about flight departures and arrivals.
- Make empowered decisions which take into consideration the balance between the customer and business needs.

Education

The OMnium University™

June 2025 - present

Online

- Energy Medicine – Healers Program Series

Rutgers School of Graduate Studies

2023 - 2025

New Brunswick, New Jersey, USA

- Political Science – United Nations and Global Policy Studies

GPA: 3.9

Eagleton Graduate Fellow

2023 - 2024

Eagleton Institute of Politics, Rutgers University

Rutgers University

2021 - 2023

New Brunswick, New Jersey, USA

- Major - Social Work
- Graduated #1 out of 6412 members SAS Class

GPA: 4.0

Middlesex College

2021

Edison, New Jersey, USA

- Associate Degree - Liberal Arts Psychology
- Phi Theta Kappa Honor Society

GPA: 3.9

Awards, Certifications, and Training

Matthew Leydt Society

2023

Rutgers University, Brunswick, New Jersey, USA

Dean's Excellence Award

2023-2024

Rutgers University, Brunswick, New Jersey, USA

School of Arts and Science Excellence Award

2023

Rutgers University, Brunswick, New Jersey, USA

Phi Alpha, National Social Work Honor Society Member	2023
Rutgers University Domestic Violence Response Team New Brunswick, New Jersey, USA	2022 - 2023
• Confidential Crisis Response Advocate Training	
Dr. Paul Shane Annual Policy Symposium New Brunswick, New Jersey, USA	2022

Susan N. Wilson Leadership Program, Rutgers University

Center for American Women in Politics, New Brunswick, New Jersey, USA

2021

Volunteer

UStrive Online Mentoring	June 2025 - Present
• Mentor	
Office for Violence Prevention and Victim Assistance Rutgers University, New Brunswick, New Jersey, USA	2022 - 2023
• Confidential Crisis Response Advocate	
Healthy Active Minds Middlesex College, Edison, New Jersey, USA	2019 - 2021
• President	
National Patriotic Party (NPP) Accra, Ghana	2016
• Fundraising Team	
National Democratic Party (NDC) Accra, Ghana	2012
• Community Education Team	