

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

Skills

Project management - Research and Data Analysis – Excel - Problem Solving - Organizational Skills – PowerPoint – Writing – Multitasking – Policy Analysis

Professional Experience

Book Project Manager

January 2024 – June 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.
- 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

- Managed 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.
- Maintained and updated the YELP website ensuring it provides comprehensive information on political candidates, election statistics, and general election-related content.
- Responded to data requests and cross-referencing age data for accuracy, and sourcing age estimates and findings.
- Wrote 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

- Supported Program Director in monthly and quarterly data collection and reporting.
- Monitored and documented key metrics to evaluate efficacy of VPVA programs and training in each office.
- Researched current programming and events to share best practices and organized the final report.
- Was 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

- Organized 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.
- Collaborated and trained student doctor teams to ensure that patients' social needs are properly screened and addressed during their medical appointments.
- Connected patients to community resources like housing, food, employment, and mental health services.
- Liaised 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*

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

Education

California Institute of Integral Studies **March 2026 - present**

San Francisco, California

- PhD., Philosophy and Religion with a concentration in Philosophy, Cosmology, and Consciousness

The OMnium University™ **June 2025 – Jan 2026**

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**

Egleton Graduate Fellow **2023 - 2024**

Egleton Institute of Politics, Rutgers University

Rutgers University **2021 - 2023**

New Brunswick, New Jersey, USA

- Major - Social Work **GPA: 4.0**
- Graduated #1 out of 6412 members SAS Class

Middlesex College **2021**

Edison, New Jersey, USA

- Associate Degree - Liberal Arts Psychology **GPA: 3.9**
- Phi Theta Kappa Honor Society

Awards, Certifications, and Training

Matthew Leydt Society **2023**

Rutgers University, Brunswick, New Jersey, USA

Dean's Excellence Award <i>Rutgers University, Brunswick, New Jersey, USA</i>	2023-2024
School of Arts and Science Excellence Award <i>Rutgers University, Brunswick, New Jersey, USA</i>	2023
Phi Alpha, National Social Work Honor Society Member	2023
Rutgers University Domestic Violence Response Team <i>New Brunswick, New Jersey, USA</i>	2022 - 2023
<ul style="list-style-type: none"> Confidential Crisis Response Advocate Training 	
Dr. Paul Shane Annual Policy Symposium <i>New Brunswick, New Jersey, USA</i>	2022
Susan N. Wilson Leadership Program, Rutgers University <i>Center for American Women in Politics, New Brunswick, New Jersey, USA</i>	2021
Volunteer	
UStrive Online Mentoring	June 2025 - Present
<ul style="list-style-type: none"> Mentor 	
Office for Violence Prevention and Victim Assistance <i>Rutgers University, New Brunswick, New Jersey, USA</i>	2022 - 2023
<ul style="list-style-type: none"> Confidential Crisis Response Advocate 	
Healthy Active Minds <i>Middlesex College, Edison, New Jersey, USA</i>	2019 - 2021
<ul style="list-style-type: none"> President 	
National Patriotic Party (NPP) <i>Accra, Ghana</i>	2016
<ul style="list-style-type: none"> Fundraising Team 	
National Democratic Party (NDC) <i>Accra, Ghana</i>	2012
<ul style="list-style-type: none"> Community Education Team 	