

RESIDENT HALL DIRECTOR

Responsible, dedicated, and highly-competent professional with proven track record in assuming responsibilities in coordinating diverse students living in a university apartments including liaising between students and administration, identifying and addressing the needs of the residents, crisis management, negotiation and advocacy, advertising, and time management. Demonstrated excellent leadership and management skills as well as invaluable community involvement.

PROFESSIONAL EXPERIENCE

BALL STATE UNIVERSITY ■ MUNCIE, IN

RESIDENT MANAGER (UNIVERSITY APARTMENTS)

JUL 2007-PRESENT

Play a substantial role in overseeing and administering the operation of 200 apartments which consist of graduate students and international students and families. Provide assistance in the office administration of the university apartments such as maintenance, programming, as well as contract issues and resident concerns; work collaboratively with custodial and maintenance staff in managing and maintaining facilities. Evaluate, train, and supervise community assistants as well as conduct weekly staff meetings and monthly staff developments as member of the Student Training Committees.

- Facilitate and coordinate teaching of a four-credit academic course "Resident Assistant Preparation Course (EDHI 200)", including alcohol education sessions.
- Promote and market university apartments to students through advertisements and programs such as "open houses".
- Contribute as a designer and editor to the apartment community monthly newsletter.
- Act as judicial officer for residents; communicate, interpret, and enforce hall policies and community standards.

JUDICIAL AFFAIRS PRACTICUM STUDENT (OFFICE OF STUDENTS RIGHTS AND COMMUNITY STANDARDS)

FALL 2008

Participated and contributed in the entire SRCS office functions from observation of work, practical experience, and research through writing. Provided assistance to students who need help regarding emergency loans, judicial matters, or general assistance. Organized and conducted preliminary discipline hearings to discuss issues regarding students' rights and community standards, as well as assigned appropriate sanctions and maintained follow through. Documented and entered records concerning interactions with students in the records database. Composed, mailed, and filed judicial-related correspondence such as preliminary meeting letters, sanction letters, and sanction follow-ups.

ASBURY COLLEGE ■ WILMORE, KY

RESIDENT ASSISTANT (OFFICE OF STUDENT DEVELOPMENT)

FALL 2006-MAY 2007

Facilitated community development for three suite style apartments of approximately 30 residents in a service leadership living-learning community.

AMBASSADOR (OFFICE OF ADMISSIONS)

AUG 2004-MAY 2007

Served as campus host, tour guide, college fair representative, and office help in the recruitment process of the Admissions Office as a scholar and a top ten student.

CROSS CULTURAL SOLUTIONS STUDENT INTERN

SUMMER 2006

Executed and completed complex tasks in a foreign environment through adapting, assimilating, and taking the initiative quickly and accurately. Observed the conditions and situations in Brazil while maintaining administrative functions such as budgeting and keeping records and receipts. Reported and presented observations, realizations, and learning experiences gained from the expedition to educate the Asbury community.

- Provided hospice care to the children and adults of Salvador, Brazil who were infected by the AIDS virus.
- Wrote and secured grant for people with AIDS from The Lily Foundation, and traveled with an organization that has a consultative status to the United Nations Economic and Social Council (Lily does not have the special status rather the organization (cross cultural solutions) that I traveled with that hosted the internship.

OTHER EXPERIENCE

ADVISING EXPERIENCE

- Co-advised monthly Community Association of Scheidler and Anthony (CASA) town hall meetings and executive board regarding issues relating to the apartment community
- Oversaw planning and implementation of community wide events and community improvements initiatives
- Rendered advice to the faculty and student members of the board concerning the specifics of the student code of conduct and suggested appropriate sanctions according to past sanctions and specifics of each case as a member of the University Review Board.

THOMAS CLARK

XX XXXXXX XXXXX ■ XXXXX, XXXXX XXXXX
XXX.XXX.XXXX XXX.XXX.XXXX XXXXXXX@bsu.edu

COMMITTEE EXPERIENCE

- Assisted in planning end-of-year recognition banquet for student staff as member of the Housing and Residence Life Banquet Committee.
- Implemented training sessions, coordinated meals, programs, etc. for new and returning student staff members as member of Housing and Residence Life Student Staff Orientation Committee.
- Reviewed student cases with academic ethical issues making recommendations to the Dean of Students as one of the University Ethics Review Board.
- As a representative of the graduate students of the Ball State University Senate Extended Education Committee, initiated and recommended policies and procedures for the administration of extended education programs of the University; considered recommendations for revisions and improvement.

CONFERENCE PRESENTATIONS

- Co-presented "Faithfully developing the whole student" in the NASPA Region IV-East Conference last November 2008..
- Will co-present: "A Call to Active Duty: Inspiring Campus Support for Veterans" at the 2009 conference of American College Personnel Association (ACPA) Conference on March 2009

EDUCATION

Master of Arts in Student Affairs Administration in Higher Education (Present GPA: 3.76)

Ball State University ■ Muncie, IN
Expected Completion: May 2009

Bachelor of Arts in Psychology

Asbury College ■ Wilmore, KY
May 2007

Leaving Certificate

Yeats College Preparatory School ■ Galway, Republic of Ireland
May 2001

AWARDS AND ACHIEVEMENTS

Research Assistant for Dr. Janet Dean (Clinical Psychologist) ■ 2006-2007
Who's Who Amongst Students In American Universities and Colleges Award ■ 2007
Research Internship with Dr. Charles Carlson at the University of Kentucky ■ 2007
Lead-On Participant, Nationally Recognized Campus Leadership Development Program ■ 2003-2006
Student/Faculty Council Member - Asbury College leadership position (Psi Chi Rep) ■ 2003 -2006
Transition and Guidance Leader ■ Fall 2006
Acting on Aids Leadership Conference Attendee ■ Spring 2006
Volunteer at Eastern State Hospital, Lexington, KY ■ 2005
Presidential Leadership Conference, Washington D.C. ■ 2004
Camp Counselor in 11 Camps as a Representative for Asbury College ■ Summer 2004

TRAININGS AND SEMINARS

Emergency Medical Technician - Basic (EMT-B), Pelham Training ■ Bloomington, IN: 2008
Strengths Quest Educator Seminar ■ Louisville, KY: 2008
European Computer Driving License (ECDL)

AFFILIATIONS

Great Lakes Affiliates of College and University Residence Halls (GLACURH)
American College Personnel Association (ACPA)
The Confederation of Student Services of Ireland
NASPA - Student Affairs Administrators in Higher Education
American Psychological Association
Association of College & University Housing Officers-International