

## Objective

Several customer service related jobs during my time in high school, as well as University/College positions which include, Hall Director of Residence Halls, Resident Assistant, Assistant Summer Conference Director, secretary, gift shop assistant, and cashier. Consider myself to be highly motivated, a self starter, good team player, creative, and intuitive.

## Skills

Proficient Use Technological Databases, Excel.

## Work Experience

### Residence Hall Director I

**ABC Corporation** - July 2008 – October 2011

- Responsible for staff supervision, evaluation, training, and selection process.
- Served as an academic advisor for 30+ student athletes that were undecided in their major.
- Conducted academic & professional workshops for advisees and residents of the area.
- Directly supervised six resident assistants and ten part-time student employees.
- Work closely with Administration to serve to serve as the contact person for the Kansas City Chiefs.
- Planned and implemented residence hall educational and social events.
- Interpreted and enforced university and residence hall policies with an emphasis on educational programming.

### Residence Hall Director

**Delta Corporation** - 2004 – 2008

- Recruit, select, and train Resident Assistants; monitor work performance for accuracy and completeness Maintain Resident Assistant programming, staff .
- Coordinate activities in residential facilities, ie Department banquets, Advised Residents Association, Coordinated and taught computer classes.
- Maintain records ie maintenance, repairs, furnishings Assist residents and faculty.
- Served on-call for the university, utilizing quick-response critical thinking skills to control and resolve crisis situations Utilized student .
- Provided a safe environment where the students could live, learn and experience life through independence.
- Mentored students toward positive goals and to seek additional degrees in their selected fields.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

Masters of Applied Science in Information Technology Management - 2012(Missouri Western State University - Saint Joseph, MO)