

# Robert Smith

## *Assistant Residence Hall Director I*

### PERSONAL STATEMENT

Looking to obtain a position at an organization where can further utilize strengths in the areas of operations, project management, system development and coordination, staff development, and resource optimization.

### WORK EXPERIENCE

#### ***Assistant Residence Hall Director I***

**ABC Corporation - July 2013 - March 2014**

##### *Responsibilities:*

- Served as facility manager for residence halls including conducting room checks and following up on housekeeping request.
- Established and maintained communication with students living in the residence halls through individual contacts, meetings, e-blasts, weekly newsletters and discussions.
- Served as a mediator/facilitator to provide resolutions for conflicts between students.
- Coordinated implementation of roommate agreement and community agreement process.
- Served as primary personal counseling resource for staff and students, handling specific residence hall problems including roommate conflicts, personal and emotional problems and other developmental concerns.
- Managed and coordinated all room assignments and changes in halls in accordance with established procedures.
- Responded to all inquiries, problems, and complaints from students, staff, and parents related to the halls.

#### ***Residence Hall Director***

**Delta Corporation - 2008 - 2013**

##### *Responsibilities:*

- The University of Wisconsin - Oshkosh is a public, coeducational university with an enrollment of 12,600 undergraduate and 1,300 graduate students.
- Reported to the Director of Residential Life.
- Direct reports included a staff of eight paraprofessional Resident Assistants.
- supervised one counselor and two or more Counselors in Training.
- Planned and implemented daily activities to encourage active participation and positive social interaction within the classroom.
- Worked in same location for last 11 summers.
- Oversee 82 dormitory residents who have special behavioral and academic challenges.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

Microsoft Office Suite,  
Jenzebar.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

Master of Science in Higher Education Administration - (North Park University - Chicago, IL)