

NADINE WILSON

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OBJECTIVE

Assistant Director in Student Activities

EDUCATION

Master of Science, Student Personnel Administration, May 20XX

State University of New York College at Buffalo, GPA: 3.8/4.0

Bachelor of Science, Business Administration, December 20XX

State University of New York College of Technology at Delhi

PROGRAMMING EXPERIENCE

Volunteer and Service-Learning Center, SUNY College at Buffalo

Community Coordinator

June 20XX-December 20XX

- ◆ Coordinated service-learning activities in collaboration with community partners and faculty
- ◆ Organized Service-Learning Recognition ceremony, Community Service Day and Volunteer Fair
- ◆ Acted as a first point of contact for students completing service-learning requirements
- ◆ Liaison between community organizations, faculty, and students to identify and troubleshoot concerns in program implementation
- ◆ Conducted in-class orientations for students
- ◆ Collected and aggregated data gathered from student service logs and surveys

Office of Student Life, SUNY College at Buffalo

Intern

July 20XX-June 20XX

- ◆ Developed and presented leadership workshops to students in the Emerging Leaders Program
- ◆ Planned and organized leadership events for faculty, staff, and students; assessed program results and made recommendations for future programs
- ◆ Raised campus awareness of Hispanic Heritage by designing and implementing a month of programs and events
- ◆ Researched and compiled information to publish Student Life Activities Guide
- ◆ Collaborated with the Office of Residence Life team to maintain a structured and supportive environment for 60 Diversity Suite residents

10th Annual Student Affairs Professional Conference, SUNY College at Buffalo

Program Chair

May 20XX-December 20XX

- ◆ Coordinated and distributed a call for programs, oversaw the proposal review process, scheduled room assignments, and met technological needs of conference presenters
- ◆ Supervised 20 volunteers during the conference to ensure all presenter needs were met

Office of Residence Life, SUNY College of Technology at Delhi

Resident Assistant

January 20XX-December 20XX

- ◆ Created and implemented programs dealing with diversity issues, cultural values, and social interaction
- ◆ Mediated conflicts and counseled residents to resolve social, developmental, and emotional issues

RELATED EXPERIENCE

Educational Opportunity Program (E.O.P.) Academic Resource Center, SUNY College at Buffalo

Lead Academic Mentor

January 20XX-current

- ◆ Train and evaluate 13 Academic Mentors
- ◆ Provide intake counseling for students on academic probation
- ◆ Refer students in need of additional assistance to appropriate individuals, departments, and services
- ◆ Identify resources to enhance student academic skills
- ◆ Monitor student progress through periodic phone calls and mailings to maintain current caseload records

PROFESSIONAL AFFILIATIONS

- ◆ American College Personnel Association-20XX
- ◆ Graduate Association of Student Personnel Administration-20XX
- ◆ Black African Leadership Conference-20XX