

**FIRST NAME LAST NAME**

City, State Phone Number  
Emailaddress@provider.com  
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**EDUCATION**

**M.S.Ed. in Higher Education and Student Affairs**, Northern Illinois University, DeKalb, IL, May 20XX

**B.A. in Psychology**, Northern Illinois University, DeKalb, IL, May 20XX

**HIGHER EDUCATION EXPERIENCE**

**Graduate Hall Director**, July 20XX - Present

Northern Illinois University Housing & Dining, DeKalb, IL

- Supervise eight resident assistants and facilitate weekly staff meetings/training sessions
- Manage programming budget of \$5,000 and ensured that each resident assistant appropriately utilized funds and completed necessary documentation
- Conducted disciplinary meetings with residents who violated hall policies, seeking to educate and reduce repeat offenses
- Oversee daily operations of front desk and provide training for twelve front desk employees
- Utilize emergency response and crisis management skills

**Admissions Intern**, September 20XX - December 20XX

Northern Illinois University Undergraduate Admissions, DeKalb, IL

- Presented information sessions to groups of 30+ prospective students and family members
- Created training manual to help orient future interns to office policies and procedures
- Participated in prospective student events, yield events, and orientation

**Career Services Intern**, September 20XX - August 20XX

Northern Illinois University Career Services, DeKalb, IL

- Conducted resume and cover letter reviews for undergraduate students
- Presented workshops on Interviewing and Résumé Writing to groups of 5-30 students
- Researched diversity programs related to Career Services at institutions of comparable size and provided report and recommendations to director

**PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS**

**ACUHO-I (American College and University Housing Officers International)**, August 20XX - Present

- Participated in webinars on sexual assault prevention, gender neutral housing, and diversity
- Presented "Providing a Safe Space for Transgendered Residents" at regional 20XX conference
- Assisted members by volunteering at the registration table at the regional annual conference

**Director of Special Events**, December 20XX - Present

**Adult and Higher Education Student Association**, Northern Illinois University, DeKalb, IL

- Organized professional development events such as job searching and round-table discussions on trending topics in student affairs
- Planned "Networking with AHESA Alumni" event, in which twelve current members and ten alumni members addressed discuss to professional job searching and life after graduate school