

John Smith

1234 Leopard Way, La Verne, CA 91750

john.smith@laveme.edu

(909) 555-6789

EDUCATION

- Doctor of Education in Organizational Leadership, Ed.D.** **June 2015**
University of La Verne, La Verne, CA
- Master of Science in Counseling, Student Development in Higher Education** **May 2007**
California State University, Long Beach, Long Beach, CA
- Bachelor of Arts, English** **May 2003**
University of Missouri, Columbia, MO

HIGHER EDUCATION EXPERIENCE

- Associate Director, Office of Student Life** **May 2011 – Present**
University of La Verne (Private, 4-year, Hispanic-Serving Institution)
- Advise student leadership teams on programming, budget, marketing, and policy decisions
 - Manage new student orientation, including the training and supervision of 3 student coordinators and 10 Orientation Week Leaders (OWLs)
 - Supervise 6 in-semester student assistants on front desk, marketing, and planning duties
 - Collaborate with Residence Life, Career Services, and other departments on leadership workshops and training
- Senior Coordinator, New Student Programs** **August 2009 – May 2011**
California State University, Fullerton (Large, Public, Comprehensive, HSI)
- Led new student orientation efforts including student and parent programming efforts
 - Collaborated with faculty and staff to organize speakers and presentations for the duration of orientation week.
 - Supervised coordinators of campus tours, information services, and parent programs
- Coordinator of Campus Tours, New Student Programs** **June 2007 – August 2009**
California State University, Fullerton (Large, Public, Comprehensive, HSI)
- Coordinated campus tour scheduling throughout the year
 - Updated campus tour routes and information given to maximize efficiency and effectiveness
 - Trained new campus tour guides on the history of Cal State Fullerton, current programs and services, and on the most updated rankings and statistics
- Resident Director** **July 2006 – June 2007**
California State University, Long Beach (Large, Public, Comprehensive, HSI)
- Enforced residence hall policies and regulations, including meeting with student violators and serving as a hearing officer
 - Resolved problems and complaints through walk-in and phone appointments with students, parents, and campus community
 - Trained and supervised 6 resident assistants on diversity, ethics, crisis intervention, and more
 - Conducted weekly meetings with resident assistants to evaluate performance and assess programming efforts