

Golden T. Flyer

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EDUCATION

Nazareth College, Rochester, NY

Master of Arts in Higher Education Student Affairs Administration, May 201x

GPA: 3.9

Kent State University, Kent, OH

Bachelor of Arts in Psychology, Cum Laude, May 201x

RELATED EXPERIENCE

Conference/Pre-College Program, Pepperdine University, Malibu, CA

Graduate Assistant – ACUHO-I Intern, Summer 201x

- Collaborated with administrative professionals to manage conference and pre-college programs
- Utilized attention to detail to handle parking needs, roommate pairings, and check-in and check-out procedures
- Collected quantitative and qualitative data by creating process evaluations for training sessions and performance evaluations for graduate assistants, student leaders, and overall program

Admissions, Nazareth College, Rochester, NY

Graduate Assistant, September 201x-May 201x

- Communicate with prospective students through appointment, telephone, email, and Skype
- Assisted in selection, training, scheduling and development of 30 Nazareth College student ambassador tour guides
- Participated in staff meetings regarding retention and enrollment management
- Represented university at Open House and Admissions events
- Utilized Microsoft Excel to manage database of contacts and program information.

Office of Residential Life, Kent State University, Kent, OH

Resident Assistant, August 201x-June 201x

- Provided leadership and supervision to a floor of first and second year college students
- Planned and implemented programs and activities designed to promote wellness and create a living environment conducive to personal growth
- Confronted violations of college policy and consistently enforced college's student code of conduct
- Developed and presented program to 24 Resident Assistant peers on effective counseling skills

Psychology Department, Kent State University, Kent, OH

Peer Mentor, January 201x-May 201x

- Offer individualized support to students majoring in Psychology
- Assisted faculty and departmental administrators with administrative tasks

RESEARCH

Effect of Class Year, Campus Involvement and Locus of Control on GPA (Spring 201x)

- Collaborated with peers at Nazareth to design, conduct, analyze and present independent research
- Utilized ANOVA design with one dependent and three independent variables
- Conducted thorough literature review and obtained permission to conduct research from Human Subjects Research Committee
- Recruited 108 participants and administered 50 item questionnaires to collect data
- Analyzed data through use of SPSS, and presented findings in both paper and poster formats

WORK EXPERIENCE

Wegmans, Rochester, NY

Cashier/Front End Clerk, 200x-201x

- Recognized for speed, efficiency and outstanding work ethic by supervisor
- Develop respectful, friendly relationships with customers

Camp Good Days & Special Times, Rochester, NY

Counselor, Summer 201x

- Provide support and supervision to youth, ages 5-15 with serious and terminal illnesses.
- Work closely with peers in a teamwork environment to plan programs and discuss individual camper concerns.
- Communicate regularly with parents, guardians and family members.

VOLUNTEER WORK

Gay Alliance of the Genesee Valley, Rochester, NY

Volunteer, September 201x-Present

- Participated in full-day Safe Zone Train the Trainer Certification program, learning how to lead interactive sessions, activities and discussions around: inclusive language, understanding sexual identity, community resources, etc.
- Create educational materials for workshop participants and online community

Big Brothers Big Sisters, Ravenna, OH

Volunteer, August 201x-May 201x

- Mentor and empower 12 year old youth by engaging in weekly outdoor and social activities
- Ensure child safety and make a positive impact on youth and community

PROFESSIONAL DEVELOPMENT

National Association of Student Personnel Administrators (NASPA), Member, 201x-Present

American College Personnel Association (ACPA), Member, 201x-Present

Rochester Brainery, Instructor, 201x-Present

ACTIVITIES

Psychology Club, Secretary, 201x-201x

Student Senate, Member, 201x-201x

AIDS Walk, Volunteer/Fundraiser, 201x

SKILLS

Technical: Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher); Social Media (Facebook, Twitter, LinkedIn, Instagram), Banner, SPSS, ANOVA