

Sample Résumé: Education / Higher Education and Student Affairs

FIRST NAME LAST NAME

City, State Emailaddress@provider.com Phone Number
[linkedin.com/in/firstnamelastname/](https://www.linkedin.com/in/firstnamelastname/)

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

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 8 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 12 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 résumé 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 similar 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 students affairs
- Planned "Networking with AHESA Alumni" event, in which 12 current members and 10 alumni members attended to discuss to professional job searching and life after graduate school

Northern Illinois University Career Services