

Erin Glesne-Smith

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EDUCATION

Degree Obtained 6/2011 Portland State University Portland, OR

B.A. Community Health Education

- Spanish / International Studies minor
- Grade point average 3.94
- President's List Six Terms
- Scholarships: Honors College, School of Community Health, and Foreign Language

RELEVANT EXPERIENCE

1/11 – 6/11 STUDENT HEALTH AND COUNSELING Portland, OR

Test Proctor – Reader Scribe

- Proctor exams for students with academic accommodations due to disabilities.
 - Greet and provide instruction to incoming students
 - Provide excellent customer service to all individuals utilizing testing services
 - Work with administration and coworkers to ensure a smooth testing process.
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3/09 – 6/11 PORTLAND STATE UNIVERSITY - RESIDENCE LIFE Portland, OR

Resident Assistant

- Manage a University residence hall floor of ethnically diverse undergraduate students
 - Facilitate conflict mediation and policy enforcement.
 - Plan and implement educational and social programming.
 - Assist residents with personal and academic development.
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7/08 – 7/09 STUDENT ORGANIZATION COUNCIL Portland, OR

Coordinator

- Work in office for 20+ hours per week performing basic office duties
 - Respond to student and staff question in person, via-e-mail, and phone
 - Evaluate budget requests and allocate funds based on organization policy
 - Develop comprehensive policy manual to distribute to student group leaders
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8/06 - 9/07 NATIONAL OUTDOOR LEADERSHIP SCHOOL Mulege, Mexico/
Palmer, Alaska

Rations Manager

- Manage detailed budget system of over 90,000 dollars
 - Communicate regularly with instructors on rations process, student needs, and deadlines
 - Maintain effective working environment with international staff
 - Overhaul and improve existing excel based, rations allocations system
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SKILLS/ACTIVITIES

- Current Oregon Food Handlers Card
 - Spanish language proficiency
 - PSU Viewpoint Neutrality Training (10/08)
 - Safe Space training (2/08)
 - Sexual and Gender Equality Task Force Award Recipient (6/10)
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REFERENCES

- References available on request