**Rob Chaitin**

5660 Castle Drive / Tillamook, OR / 97141 / (503) 433-4534 / [robchaitin@yahoo.com](mailto:robchaitin@yahoo.com)

**August 2007 to December 2011: Coordinator of Student Life** – Cogswell Polytechnical College

* Oversaw residence life program housing 60+ students in off-campus apartments. Was responsible for safety, maintenance, enforcement of college rules and policies, counseling, conflict mediation and event programming.
* Supervised a part time staff of four student employees.
* Provided peer counseling and crisis intervention for 200+ students.
* Created and implemented a variety of social and educational activities for the campus community including at least one all-campus event each semester.
* Advised the Associated Student Body and several student clubs; oversaw the campus club system.
* Managed student tutoring program, career services program and assisted students in securing on-campus part-time employment.

**August 2009 to December 2011: Acting Instructor** – Cogswell Polytechnical College

* Taught an introductory acting class to college students each Fall semester.
* Developed a curriculum which included improvisation, analyzing scene text and performing short scenes.

**October 2006 to August 2007: QA Tester for NHN USA Inc**. – PsiNapse Staffing

* Researched and documented bugs for game titles on www.ijji.com.

**March 2006 to October 2006: Temporary Worker (Office)** – Nelson Staffing

* Performed secretarial and administrative duties for various companies in Mountain View, CA

**February 2005 to February 2006: QA Tester for Sony Computer Entertainment America** – Nelson Staffing

* Researched and documented bugs for game titles on Sony Playstation 2 and PSP.

**March 2004 to October 2004: Assistant Stage Manager** – The Play Company

* Maintained safety and cleanliness of stage and backstage areas for performance.
* Recorded and relayed detailed rehearsal notes.

**August 2003 to February 2004: Production Intern** – Ontological-Hysteric Theatre Company

* Learned and operated proprietary lighting equipment, provided detailed notation.
* Assisted in set, properties and costume construction.

**August 2001 to June 2002: Community Coordinator** – University of Redlands

* Co-managed residence life program housing 200+ students in two dormitories. Was responsible for safety, maintenance, enforcement of college rules and policies, counseling, conflict mediation and event programming.
* Supervised a part time staff of seven student employees.
* Organized and executed a variety of social and educational events including an outdoor music festival on two stages serving 500+ students.

**July 2000 to July 2001: Temporary Worker (Office)** – Manpower Inc.

* Performed data-entry, secretarial and administrative duties for various companies in the Palo Alto, CA and Mountain View, CA areas.

**August 1998 to June 2000: Resident Advisor** – University of Redlands

* Supervised one floor in a dormitory, housing 20-40 students.
* Created and implemented programs, managed maintenance and check-in/out, performed duty hours.

BA Acting and the Arts, University of Redlands: Johnston Center for Integrated Study