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# LATOYA ELISE EAVES

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## **SPECIALTY SKILLS & CORE COMPETENCIES**

- Ability to apply student development theory to practice for the purpose of student learning and growth.
- Developed crisis and emergency management skills.
- Talented at establishing meaningful relationships with diverse populations.
- Eager to create open and honest dialogue/communication among stakeholders.
- Commitment to integrity, loyalty, and consistency within the workplace.
- Willing to confront negative issues that have been engrained into a community culture through behavior and conduct mediation and resolution.

## **PROFESSIONAL EXPERIENCE**

### **COMMUNITY DIRECTOR**

Housing and Residential Education ■ University of North Carolina (UNC-CH)  
Chapel Hill, NC ■ October 2007 – Present

- Management and administration responsibilities of 600+ bed coeducational residence hall community
- Selection, training, supervision, development, and evaluation of 13 student staff, including one graduate Community Manager, one Resident Advisor Mentor, and 11 resident advisors
- Administer and reconcile budget of over \$28,000 in staff salaries, travel, office supplies, staff development, and programming funds
- Co-Coordinate mid-semester student housing assignment changes among 15 campus residential communities
- Advise a Community Government of over twenty student volunteers by attending weekly executive board meetings and community programs, as well as holding developmental weekly one-on-one meetings with Community Governor
- Adjudicate student conduct violations per the UNC Community Living Standards
- Participate in campus 24/7 on-call duty rotation providing crisis management assistance
- Oversee community facilities including performing key audits, student room condition form inventories, and furniture inventories
- Facilitate positive partnerships with University housekeeping, maintenance, and grounds staff
- Support the Department's Summer Conference Operations by supervising 9 Undergraduate Summer Assistants serving as departmental liaison for 10 conferences totaling over 300 guests, and maintaining building administration between conferences
- Serve on departmental Health Education Committee from July 2008 to present, providing various educational initiatives to increase awareness of healthy lifestyles while living on campus
- Served on departmental Diversity Initiatives Committee from October 2007 - July 2008, providing outreach and education to residential students and departmental staff regarding diversity issues
- Serve as departmental representative to Women's Week 2008 and 2009 Planning Committee,
- Served as departmental representative to FallFest 2008 Committee, planning the largest resource and entertainment fair at UNC-CH to commence the 2008-09 academic year

### **NATIONAL PRESIDENT**

Theta Nu Xi Multicultural Sorority, Incorporated  
September 2007 – Present

- Provide general management and administration for 800 member collegiate-based Greek Letter Organization
- Supervise thirteen member National Board of Directors
- Plan annual sorority Convention through communication with the host site and coordination of volunteer based Convention Committee
- Organize and facilitate quarterly National Board meetings
- Negotiate contracts with approved Sorority vendors
- Develop and implement Sorority strategic plan
- Provide direct communication from the National Board to 43 Undergraduate and Graduate/Alumnae/Professional (GAP) Chapters
- Advise National Elections Committee
- Confer with the Sorority's General Legal Counsel on a consistent basis
- Consistent consultation with sorority chapters, host institutions and administrations, and other Greek Letter Organizations
- Serve as initial point of contact and official spokesperson on behalf of the Sorority

**NATIONAL DIRECTOR OF GAP INTAKE**

Theta Nu Xi Multicultural Sorority, Incorporated  
September 2006 – September 2007

- Trained and supervised Graduate, Alumnae, and Professional (GAP) Chapter Deans
- Approved, monitored, and provided follow-up to chapters concerning intake processes
- Corresponded with aspirants and connected them to appropriate chapters and/or supplied expansion information
- Ensured compliance with Sorority risk management policies by all parties associated with intake processes
- Served, along with Director of GAP Affairs and GAP Member Advocate, as the leadership team for Graduate, Alumnae, and Professional (GAP) women in the Sorority

**ASSISTANT COORDINATOR**

Housing and Residence Life ■ Florida State University  
Tallahassee, Florida ■ July 2005-May 2007

- Co-managed the daily administrative, functional operation, and supervision of a 560+ bed coeducational residence hall community
- Co-selected, trained, supervised and evaluated 18 Resident Assistants
- Selected, supervised, and conducted administrative duties for Front Desk Receptionists
- Enforced University and residence hall policies through adjudication in administrative judicial hearings
- Advised student elected Smith Hall Government and held developmental 1-on-1 meetings with president
- Performed bookkeeping of a \$4000+ community bank account
- Participated in a campus wide duty rotation, providing 24/7 crisis management for entire campus of 4500+ students
- Organized and facilitated weekly staff meetings and 1-on-1 conferences

**UNDERGRADUATE ADMISSIONS RECRUITER**

North Carolina State University  
Raleigh, North Carolina ■ July 2004 – June 2005

- Participated in recruitment travel to various college fairs, high schools, and community colleges throughout the eastern United States
- Presented university information sessions for prospective freshmen and transfer students and parents
- Counseled prospective students, parents, and other inquirers via telephone, e-mail, and walk-in
- Aided in the planning and implementation of Minority Recruitment Receptions throughout North Carolina
- Assisted in the planning and participated in African American and Native American Visitation Days

**ALUMNAE ADVISOR, BETA CHAPTER**

Theta Nu Xi Multicultural Sorority, Incorporated  
May 2004 – May 2005

- Consistently held one-on-one meetings with chapter members focusing on needs and strengths
- Attended chapter and sorority events on- and off-campus
- Provided input as necessary for programming and recruitment
- Counseled and advised chapter members on internal and external issues
- Ensured National Sorority Standards and University Greek Life Expectations were upheld

**INTERNSHIP EXPERIENCE**

***Office of the Vice President of Student Affairs, Florida State University, Fall 2006-Spring 2007***

- Co-coordinated Student Affairs Day for students interested in student affairs careers
- Coordinated campus programming and events for participants of the NASPA Undergraduate Fellows Program

***ACUHO-I Intern, Residential Services, University of Dayton, Summer 2006***

- Shadowed professionals in facilities and operations management
- Created a residential history of facilities at the University of Dayton

***Counseling Department Intern, Tallahassee Community College (TCC), Spring 2006***

- Provided academic and career counseling to TCC students
- Revised departmental policies and procedures manual

***Programming Assistant, Alumni Village, Florida State University, Fall 2005***

- Created and implemented programs targeted at creating social networks and meeting residents' needs of a living community composed largely of international students and their families
- Coordinated volunteer-based child care in conjunction with scheduled programs

## **EDUCATION**

**Master of Higher Education Administration**, Florida State University ▪ Tallahassee, Florida

Higher Education Administration, 2007

**Bachelor of Arts**, North Carolina State University ▪ Raleigh, North Carolina

English Language and Literature, 2008

Communication, Theatre Concentration, 2004

## **MEMBERSHIPS AND PROFESSIONAL ASSOCIATIONS**

**National Association of Student Personnel Administrators (NASPA)**

**Association of Fraternity Advisors (AFA)**

**North Carolina College Personnel Association (NCCPA)**

**Southeastern Association of Housing Officers (SEAHO)**

**North Carolina Housing Officers (NCHO)**

## **PRESENTATION AND FACILITATION EXPERIENCE**

**National Association of Student Personnel Administrators (NASPA)**

Colorblindness in Millennial Students: Nourishing Learning Partnerships to Move Beyond Diversity to Achieve Multiculturalism and Social Justice; LaToya Eaves, Annice Fisher, Juan Guardia (To be presented at the NASPA Annual Meeting in March 2009)

**North Carolina College Personnel Association (NCCPA)**

Student Affairs Graduate and Undergraduate Development Pre-Conference Session (2008)

**Theta Nu Xi Multicultural Sorority, Incorporated (ΘΝΞ)**

- LGBT Ally Training Program (2007)
- Campus Programming Success (2004)

**Southeastern Association of Housing Officers (SEAHO)**

Applying the DREAM: Multicultural Theories and our Students (2006)

**University of North Carolina at Chapel Hill (UNC-CH)**

- Let's Talk Trans! A Conversation on Transgender Identity (2009)
- Can We Talk? – An Understanding of the “Coming Out” Process (2009)
- Good Sportsmanship – Working Through Student Conflicts (2008)
- Helping You Help Others (2008)
- Safe Zone (2008, 2009)

**Florida State University (FSU)**

- Am I Going Crazy? Student Leader Burnout (2007)
- Conducting a Graduate School Search (2006)
- Surviving RA Training (2006)
- Conflict Management and Mediation (2006)
- Understanding LGBT Residents (2006)
- AIDS Awareness Week: Education and Prevent (2005)

**North Carolina State University (NCU)**

Exploring Faith: What Does it Really Mean? (2003)

## **TEACHING EXPERIENCE**

**Instructor, Peer Leadership in Residential Communities**

Fall 2008

The University of North Carolina at Chapel Hill; Chapel Hill, North Carolina

- Instructed one, three-credit hour course designed to introduce student residential leaders to concepts of leadership theory and its application to practice in campus communities, the larger University community, and in their future careers.
- Supervised two undergraduate teaching assistants.
- Classroom duties included: presentation and promotion of engagement within and outside of the classroom; creating a safe environment for holistic student development, introducing leadership development theory and practice; and evaluation of student work, including papers, presentations, online discussions, and special projects.