

# Kaitlin Coventry-Cox

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[https://www.linkedin.com/profile/view?id=85766629&trk=spm\\_pic](https://www.linkedin.com/profile/view?id=85766629&trk=spm_pic)

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## EDUCATION:

**Rutgers, The State University of New Jersey**  
B.S. Computer Science (Intended)  
Douglass College

New Brunswick, NJ

## EXPERIENCE:

**Rutgers University Residence Life-Mettler Hall**

New Brunswick, NJ

*Resident Assistant*

Sept 2014-Present

- Communicate with residents and mediate conflict on a variety of topics such as diversity, policy violations, safety, academics, and Rutgers University resources
- Perform administrative duties such as filling out incident reports, filing maintenance requests, and reporting all programs in online database
- Market and facilitate 7 educational in-hall programs per semester
- Maintain safety and security for a building of approximately 200 students while on duty

**Metuchen Municipal Pool**

Metuchen, NJ

*Gate Attendant*

May 2009-Aug 2014

- Balanced up to \$1,000 daily from guest ticket sales
- Communicated effectively with customers and co-workers and trained 2-3 new employees per summer

**Victoria's Secret**

Edison, NJ

*Sales Associate*

May 2013-June 2013

- Used proven sales techniques to reach daily sale goals, approximately \$1,000 per hour

## ORGANIZATIONS:

**Business Information Technology Society (BITS)**

Sept 2014-May 2015

*Sophomore Representative*

- Help plan and execute 3-5 events per semester, including tech talks, technology-focused career fair, and information sessions with various companies such as Big Four firms and other Fortune 500 companies

**Rutgers University Queens Chorale**

Sept 2013-Nov 2014

*Alumni Chair*

Feb 2014-May 2014

- Managed a list serve of alumni email addresses and sent out updates multiple times per semester
- Planned and executed an alumni banquet at the end of the academic year

**Rutgers University Residence Hall Association- Katzenbach Hall**

Sept 2013-May 2014

*Historian*

- Prepared and executed hall programs with 10 other RHA members for approximately 250 students
- Took photos and managed a social media site that shared photos with hall residents

## VOLUNTEER:

**Douglass Residential College is For the Kids- Rutgers University Dance Marathon**

Sept 2014-Present

*Volunteer/Dancer*

- Raised over \$500 as an individual and continue to participate in team fundraising for The Embrace Kids Foundation

**Rutgers University Alternative Breaks**

Washington, D.C.

*Volunteer*

March 2014

- Performed daily service for one week at various non profits such as soup kitchens and food banks

**AWARDS/HONORS:** Rutgers University First Year Fifteen Leadership Fellowship, Ann P. Neupauer Scholarship

**SKILLS:** Proficient in Microsoft Word, Power Point, Prezi, Google Docs, Basic knowledge of Java and Microsoft Excel