

EDUCATION

University of Connecticut, Storrs, Connecticut
Master of Arts, Higher Education and Student Affairs

Degree expected May 2020

Rutgers University, New Brunswick, New Jersey
Bachelor of Arts, Double Major; Psychology and Human Resource Management

Graduated May 2018

Bergen Community College, Paramus, New Jersey
Associate of Science, Professional Studies; Science

Graduated May 2016

WORK EXPERIENCE

Residential Life, University of Connecticut

August 2018 - Present

Assistant Residence Hall Director

- Supervise 5 Resident Assistants, overseeing and providing feedback in regards to their job performance and contribute to their individual development through one-on-one meetings and personal development activities
- Advise building hall association, providing ongoing feedback on group dynamic, event execution and manage budget of \$3,000
- Plan and facilitate weekly staff meetings in accordance with the UConn Residential Learning Model
- Compile community assessment data and report trends to department collected from Resident Assistant community activities and their interactions with residents

Puerto Rican/Latin American Cultural Center, University of Connecticut

January 2019 - Present

Graduate Student Intern

- Advise student group planning the 2019 New England Latinx Student Leadership Conference hosted by NASPA, attending all meetings and assisting in their logistical planning efforts
- Participate in weekly professional staff meetings discussing programs, student recognition, students of concern, institutional updates, and center visitors and student staff workers.
- Assist with the planning and facilitation of events held by the center such as trainings for student organizations, and university events such as open-house.
- Oversee and maintain center's web page hosted by the university via Wordpress Aurora

Residential Life, University of California, Berkeley

May 2019 - August 2019

Conduct Assistant Resident Hall Director

- Served as primary residential conduct hearing officer for all UC Berkeley students living in on-campus housing over the summer, consisting of residents from visiting institutions and students enrolled in UC Berkeley pre-college summer programs.
- Sanctioned, adjudicated, and processed (x) amount of residential student conduct cases via Simplicity/Advocate
- Served on a on-call duty rotation team consisting of 8 professional staff members, responding to critical incidents and providing support and follow up to hall staff
- Supervised 5 resident assistants and oversaw prospective 2 residential buildings owned and managed by non-university contracted facilities, ensuring proper communication and oversight of residential communities.
- Created and designed large-scale marketing content for department, including the 2018-19 End of Year Report, Staff ID Badges for the 120+ 2019-20 department staff members, and various informational flyers utilizing departmental data, assessment metrics, and software such as Photoshop and Google Sheets.

Housing and Residential Life, Pace University - Pleasantville

May 2018 - August 2018

ACUHO-I Summer Residence Director Intern

- Supervised and trained 7 Resident Assistants, managed weekly staff meetings and provided support for Resident Assistant programming and community development efforts
- Served on departmental committees such as Residential Life Curriculum, RA Training and Assessment
- Worked on departmental projects such as the creation of behind closed door scenarios, created 5 lesson plans for residential curriculum and compiled data trends from assessment collected throughout year
- Served on professional on-call duty rotation for the summer residential population to ensure safety of residential community and answer Resident Assistant questions
- Presented during new student orientation sessions on departmental policies and expectations, answered questions from students and family members

- Created graphic designs using Photoshop software for department such as the universal door decoration used for all residential students on campus, created departmental shirt designs and materials for Resident Assistant training

Department of Leadership and Experiential Learning, Rutgers University

August 2017 - May 2018

Mark Conference Captain and LEx Intern

- Recruited and trained 50 student volunteers to plan and execute largest student run leadership conference at Rutgers University
- Reached out to businesses, organizations, and university departments to reach a sponsorship goal of \$25,000
- Served as an ambassador to assist with the facilitation of programs held by the department of Leadership and Experiential Learning throughout the academic year

AWARDS

President Judith K Winn Valedictorian Graduation Award, Bergen Community College

May 2016

- Valedictorian of the 2015-2016 graduating class at Bergen Community College

General Assembly Member of the Year, Rutgers University Residence Hall Association

May 2017

- For being an outstanding member of the Rutgers community and exemplary contribution to the Rutgers Residence Hall Association

Student Affairs Member of the Year, Rutgers University Student Assembly

May 2017

- For his incredible service to the students of Rutgers University - New Brunswick and presents him with this commemorative Student Affairs Member of the year award

Scarlet Pride Pin, Rutgers University Residence Hall Association

May 2017

- For demonstrating outstanding scarlet pride and exemplary contribution to the Residence Hall Association

LEAD Award, Rutgers University Leadership and Experiential Learning

May 2018

- The LEAD Award is given to a select group of individuals who have gone above and beyond in their involvement in the Department, as well as other areas of Student Affairs during their time at Rutgers

SKILLS / PROFICIENCIES

- The Housing Director / Adirondack • Symplicity / Advocate • Maxient • Roompack • Photoshop • Microsoft
- Conversational Spanish • HTML Coding • Social Media Marketing