

## **EDUCATION**

### **University of Connecticut, Storrs, Connecticut**

Master of Arts, Higher Education and Student Affairs

Aug 2018 - Present

### **Rutgers University, New Brunswick, New Jersey**

Bachelor of Arts, Double Major; Psychology and Human Resource Management

GPA 3.8/4.0

Graduated May 2018

### **Bergen Community College, Paramus, New Jersey**

Associate of Science, Professional Studies; Science

GPA 4.0/4.0 (*Valedictorian of graduating class*)

Graduated May 2016

## **WORK EXPERIENCE**

### **Residential Life, University of Connecticut**

Assistant Resident Hall Director

Aug 2018 - Present

- Supervise 5 Resident Assistants, overseeing and providing feedback in regard 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

### **Puerto Rican/Latin American Cultural Center, University of Connecticut**

Graduate Student Intern

Dec 2018 - Present

- 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**

Conduct Assistant Residence Director, ACUHO-I Intern

May 2019 – Aug 2019

- Served as the primary residential conduct hearing officer for all residents living on campus over the summer, consisting of students from visiting

# ANTHONY I. TELLEZ RESUME (page 2)

institutions and students enrolled in pre-college summer programs at UC Berkeley

- Sanctioned, adjudicated, and processed 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 appropriate parties
- 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.

May 2018 – Aug 2018

## **Housing and Residential Life, Pace University – Pleasantville**

Summer Residence Director, ACUHO-I 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
- Presented during new student orientation sessions on departmental policies and expectations, answered questions from students and family members

## **SKILLS & PROFICIENCIES**

- The Housing Director / Adirondack (THD) • Simplicity / Advocate Maxient • Roompack
- Adobe (Photoshop, Illustrator, InDesign) • Microsoft Office (Excel, Word, PowerPoint)
- HTML/CSS Coding • WordPress Aurora

## **AWARDS & RECOGNITION**

President Judith K Winn Valedictorian Graduation Award, Bergen Community College May 2016

General Assembly Member of the Year, Rutgers University Residence Hall Association May 2017

Student Affairs Member of the Year, Rutgers University Student Assembly May 2017

Scarlet Pride Pin, Rutgers University Residence Hall Association May 2017

LEAD Award, Rutgers University Leadership and Experiential Learning May 2018