**42 Dogwood Lane Michael Geddes mgeddes@fredonia.edu**

**Albany, NY 12211 (518) – 588 - 1127**

**EDUCATION**

**STATE UNIVERSITY OF NEW YORK AT FREDONIA**, Fredonia, NY

Bachelor of Science, expected May 2013

Major: Chemistry

**MARIST COLLEGE**, Poughkeepsie, New York, 2007 – 2010

Completed Credit Hours: 108

Majors: Psychology Minors: Global Studies, Chemistry

**HONORS / SKILLS**

**MARIST COLLEGE**

Dean’s List, Fall 2007

Presidential Medal of Outstanding Achievement, June 2007

Awarded Marist College Presidential Scholarship, March 2007

Proficient with Microsoft Office 2007 and 2010, HMS Odyssey (Housing Assignment Software) and CS Gold (Identification Card Encoding Software)

**CAMPUS LIFE EXPERIENCE**

**SKIDMORE COLLEGE**

**SUMMER HOUSING ASSISTANT,** Summer 2012

* Responsible for completing Resident Assistant duties including Apartment Inspection Forms, community programming, and on-duty rotation
* Learned and became proficient using HMS Odyssey and CS Gold through coordinating housing assignments for all on-campus housed summer programs and conferences

**SUNY FREDONIA**

**CAMPUS TOUR GUIDE,** Fall 2012 - Present

* Personally built rapport between myself and interested students and families while providing information about campus resources

**PEER RECRUITMENT INTERN,** Fall 2012

* Coordinated training sessions for the Peer Recruitment program that explained to interested students the benefits and purpose of Peer Recruitment
* Presented informational meetings to prepare students for home visits to their alma mater
* Promoted campus life by communication with high school students, their parents, and guidance counselors

**TEACHING ASSISTANT,** Fall 2011 – Present

* Helped assist a professor teach an organic chemistry lab section through answering student questions and ensuring laboratory safety

**RESIDENT ASSISTANT,** Fall 2011

* Provided social, academic, and emotional support to 200 freshman males
* Enhanced residential life through intensive programming by incorporating pop culture, college sports, and Post Secret
* Completed Diversity Training in anticipation of increased international enrollment at Fredonia

**MARIST COLLEGE**

**PHONATHON CALLER,** Summer 2010

* Served as an ambassador by establishing an open and engaging line of communication between the College and its supporters
* Impacted the success of the Marist Fund while maintaining relationships between alumni and Marist

**RESIDENT ASSISTANT,** Spring 2009

* Mentored and worked closely with 50 co-ed sophomores in a suite style building
* Provided cultural and social programming to connect with all Midrise residents

**MARIST COLLEGE BAND SECRETARY,** Fall 2008 – Spring 2010

* Attended all weekly rehearsals and games for four semesters on Executive Board
* Serves as a liaison for Student Association and created spreadsheets for College Activities of attendance records
* Selected with 30 others out of 150 musicians in Pep Band to play in support of the Marist Women’s Basketball team during the 2008, 2009 and 2010 NCAA Tournament

**TEACHING ASSISTANT,** Fall 2008 – Spring 2010

* Helped assist sections of General Chemistry I and II Labby grading student pre-lab assignments and leading recitations to provide additional education support

**CAMPUS INVOLVEMENT**

**SUNY FREDONIA**

Resident Assistant Advisory Board SUNY Fredonia Pep Band Chemistry Club Student Ambassadors Campus Host Program Peer Recruitment

Tour Guide Program Intramural Volleyball

**MARIST COLLEGE**

Concert Band Brass Ensemble Wind Symphony

Pep Band American Chemical Society Math Club

Resident Student Council

**EMPLOYMENT**

**SALES ASSOCIATE,** October 2009 – Present

AMERICAN EAGLE – Hamburg, NY / Saratoga Springs, NY

* Worked to sell and promote the products of American Eagle
* Assisted my staff with training other employees, restocking and resetting floorsets for shoppers
* Retained initial seasonal position due to job performance

**SALES ASSOCIATE,** April 2007 – December 2011

TARGET – Albany, NY

* Set a national company record for “Most Consecutive Green Transactions” at 225 while also on receiving 1 “Red” score in 509 transactions, which measures transaction speed and efficiency

**SUMMER CAMP COUNSELOR,** 2007 –2010

TOWN OF COLONIE YOUTH BUREAU, Albany, NY

* Organized daily activities and off-site field trips for 300 children between ages six and thirteen