

# DIANE J. ALLEN

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**OBJECTIVE:** Residence Hall Director

**EDUCATION:** **Master of Science in Student Personnel Administration, 5/XX**  
State University of New York College at Buffalo  
GPA: 3.6/4.0

**Bachelor of Arts in Psychology, 5/XX**  
State University of New York College at Cortland  
GPA: 3.4/4.0

**RESIDENCE LIFE EXPERIENCE:** **Residence Life Intern, 5/XX-present**  
State University of New York College at Buffalo

- Coordinated housing assignments for incoming students.
- Facilitated workshop for new residential students entitled "First Year Survival 101".
- Created and published Residence Life policies and procedures guide for students.
- Reorganized and updated web-based question and answer booklet for new students.
- Arranged an off-campus two-day retreat involving team building, conflict management, and leadership workshops for 150 residence life staff members.

**Resident Assistant, 8/XX-5/XX**  
State University of New York College at Cortland

- Supervised a floor of 30 female students.
- Sponsored one educational, social and recreational program each semester.
- Enforced college rules and regulations in a co-educational dormitory of approximately 200 students.
- Provided guidance to students on a variety of issues through informal counseling, support groups, and campus referrals.
- Hired, trained and evaluated 12 student and para-professional staff members.

**RELATED EXPERIENCE:** **Tour Guide, 8/XX-5/XX**  
State University of New York College at Cortland

- Conducted tours of campus for prospective students and their families.
- Participated in information sessions about admissions standards and college life.
- Trained tour guides on proper responses to questions and appropriate tour route.

**Admissions Intern, 1/XX-5/XX**  
State University of New York College at Cortland

- Reviewed Presidential Scholar applications and made recommendations for action to the Director of Admissions.
- Coordinated tour activities for Presidential Scholarship recipients.
- Recruited on-campus hosts for student visitors.

**ACTIVITIES:** **Secretary, 10/XX-present**  
Graduate Association for Student Personnel Administrators (GASPA)

- Documented bi-weekly meetings and distributed minutes to officers and members.
- Designed, edited, and published GASPA newsletter to be sent to 75 current members and professionals.

**SKILLS:** Windows 98 & 2000, Microsoft Word, Power Point, Access, Adobe Pagemaker, Internet