

# JUSTIN BAILEY

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## OBJECTIVE

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Assistant Director of Greek Life

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## EDUCATION

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STATE UNIVERSITY OF NEW YORK (SUNY) COLLEGE AT BUFFALO

**Master of Science, Student Personnel Administration.** 5/20XX

The Chancellor's List® - *Who's Who Among American College Students.* 2004-2005

STATE UNIVERSITY OF NEW YORK AT BUFFALO

**Bachelor of Arts, Communication.** 5/20XX

Concentration: Advertising and Public Relations

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## PROFESSIONAL EXPERIENCE

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GREEK AFFAIRS, UNIVERSITY AT BUFFALO, Amherst, New York

**Staff Assistant Intern.** 8/20XX-present

- Co-advise and monitor 48 university affiliated social Greek lettered organizations and five Greek councils
- Created an Independent Greek Council to encourage cross council collaboration and leadership
- Plan programs to meet student needs including a New Member workshop and Hazing Prevention Week
- Determine appropriate judicial sanctions as a member of the Greek Life Advisory Committee and Alcohol Review Board
- Develop and analyze an assessment tool for Greek Life organizations to evaluate how we can better serve students
- Designed Inter-Greek Council website and magazine, "*The Greek Book*", to market University at Buffalo Greek Life

CAREER DEVELOPMENT CENTER, SUNY COLLEGE AT BUFFALO

**Graduate Assistant.** 3/20XX-6/20XX

- Provided developmental career and job search services for students and alumni
- Presented workshops on various career related topics (resume, cover letter, interview, choosing a career/major)
- Critiqued student and alumni resumes and cover letters via counseling sessions and drop off services
- Designed marketing pieces for programs and events including job fairs, orientation programs, and guest speakers
- Answered student, faculty, staff, and employer inquiries regarding services and resources

HOUSING AND RESIDENCE LIFE, MEDAILLE COLLEGE. Buffalo, New York

**North Hall Intern.** 6/20XX-8/20XX

- Prepared halls by assessing rooms and facilities for damages
- Wrote work orders to be completed by fall move in date for common areas, computer labs, and rooms
- Planned for resident assistant training by arranging guest speakers and planning team building activities
- Created a marketing campaign for the "Campus Speak" series
- Assessed department website for updates and redesign

INTERNATIONAL STUDENT AFFAIRS, SUNY COLLEGE AT BUFFALO

**International Relief Intern.** 1/20XX-5/20XX

- Oversaw five sub-committees in planning of Buffalo Niagara region wide fundraiser for the victims of the Tsunami
- Prepared weekly agendas and recorded minutes for the Coalition of International Relief Efforts meetings
- Recruited student volunteers to participate in fundraising events
- Secured over \$10,000 in sponsorships from 45 organizations to benefit the victims of the Tsunami
- Organized program for Arun Gandhi speech, "Nonviolence as a Positive Way of Life"

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## RELATED EXPERIENCE

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OFFICE OF ENROLLMENT AND PLANNING, UNIVERSITY AT BUFFALO. Buffalo, New York

**Assistant Web Administrator.** 8/20XX-1/20XX

- Maintained 29 university related websites and added meta tag coding to preexisting sites to improve search ability
- Facilitated meetings with academic departments for site updates

ENGLISH LANGUAGE INSTITUTE, UNIVERSITY AT BUFFALO. Buffalo, New York

**Mentor.** 8/20XX-1/20XX

- Critiqued spoken English language to prepare international students for the TOEFL examination
- Scheduled educational events and social programs to introduce students to American culture

RESIDENCE HALLS AND APARTMENTS, UNIVERSITY AT BUFFALO, Buffalo, New York

**Resident Advisor.** 11/20XX-5/20XX

- Monitored activities of 825 residents to enforce all university residence hall policies and regulations
- Designed interactive diversity, educational, and social programs to strengthen community in residence halls

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## SKILLS

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- **Microsoft Office:** Excel, PowerPoint, Publisher and Word
- **Web Administration:** Design, Photography, Writing, and Coding
- **Computer Art:** Dreamweaver, Freehand, Flash, Illustrator, Photoshop, and FrontPage

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## CONFERENCE COMMITTEES

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10<sup>th</sup> Annual Student Affairs Professional Conference-**Steering Committee Chair**, SUNY COLLEGE AT BUFFALO

- Designed full-color program, forms (Call for Programs and Registration), and website for conference

Northeast Greek Leadership Association, 20XX Annual Conference- **Graduate Staff**

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## AFFILIATIONS

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Association of Fraternity Advisors, **Member**, 6/20XX-12-20XX,

Pi Sigma Epsilon National Professional Fraternity, **Assistant Director of Recruitment**, 4/20XX-12/20XX

Theta Delta Sigma Multicultural Society, Incorporated, **National Director of Expansion, Colony Advisor**, 4/20XX-5/20XX

American College Personnel Association, **Member**, 10/20XX-5/20XX

Association of College and University Housing Officers-International, **Member**, 1/20XX-5/20XX

American Marketing Association, **Member**, 12/20XX-5/20XX

Graduate Association of Student Personnel Administrators, **Communications Chairperson**, 1/20XX-5/20XX,