

Objective

To be hired into a position within Student Affairs at a College or University, specifically as an Assistant Resident Director or Resident Director.

Work Experience

Resident Director at Keuka College

August 2011-Current

- As a Resident Director at Keuka College I am a professional staff member who resides in a resident hall. I am responsible for working with my staff members to build a safe and enjoyable community environment. This is achieved through administrating and developing resident hall and other community programs to meet the needs of the students based on a programming model. To also help with the community environment I supervise room changes within the building, supervise the floor plan, advise with check-ins and checkouts, as well as issuing keys to students. I additionally serve as a person the students come talk to regarding social, personal, academic, and psychological issues they may be facing. I also maintain the budget for the desk workers I have hired to work in the building, and for the Resident Assistants to know how much money they can spend for the programs. To maintain a safe community within the building I report house keeping and maintenance issues. I am also a Judicial Officer, and help apply the resident hall rules and regulations to help have a safe living environment. Another responsibility is to maintain the duty rotation schedule within my Resident Assistant staff for five, and being a part of the Resident Director duty rotation. During my schedule duty days, I am responsible for performing rounds of the resident halls and campus to oversee the safety of the students and to help apply the rules of the campus. Any other duties the Housing and Resident Life Director or the Dean of Student Affairs would assign.

Multicultural Office at Keuka College

August 2011-Current

- As a secondary position while working at Keuka College, I work in the Multicultural office to help coordinate events and programs that enhance the College's diversity education efforts and support students from all backgrounds. These would include trips, speakers, and social programs all aimed to support students of diverse backgrounds. I also helped advise four of the student organizations in their events and promote the College's diversity philosophy. I also conducted research for the Admissions Office on bringing HEOP to the College, to help enhance the College's effort to recruit and retain historically under-represented groups of students.

Minier's Catering

February 2010-Current

- While working at a local catering company, I help prepare food and set up different events that we were hired to do. I also help keep a case of our homemade food so customers can take single servings home with them.

Athletic Training Internship at SUNY Oneonta

December 2010-May 2011

- During this internship, I provided nutrition counseling for student athletes, made flyers and posters for them on topics they are interested in, attended the American Heart Association Walk and set up a table on heart healthy information. I also became trained in wound care, AED and CPR, as well as first care response. I learned about this in the office as well as on the courts and fields during the games.

Admissions Student Social Media Director for SUNY Oneonta

January 2010-May 2011

- As the first person to hold this position, I helped launch and update the social media pages that SUNY Oneonta has, including Flickr and Facebook. I posted different events that were going to happen on campus and then I attended the events on campus, and updated these pages so that perspective and current students could be kept up to date on events that were held on campus.

Resident Assistant at SUNY Oneonta

August 2009-May 2011

- As a Resident Assistant, I built a community environment on my floor and within the building. I sponsored socials and programs for the residents. I also decorated the floor with bulletin boards and door decorations. To also help with the community environment I helped with check-ins and checkouts, issuing keys, and helping sort the mail that would arrive for the residents. I was also responsible for enforcing the college policies and making certain that the residents followed set policies. To help with this, I was on call during certain days of the week to respond to different situations in the building. I also helped with various issues including crisis situations that arose with the resident(s), and roommate conflicts.

SUNY Oneonta Admissions Tour Guide

December 2008-May 2011

- As a tour guide I gave tours to prospective students and talked to them about the campus atmosphere and learning experiences. I also helped with online chats for potential students, as well as Open House. In the Admissions office, my duties included helping with paper work as well as mailings to perspective students.

Extracurricular Activities

Relay for Life Event Chair at Keuka College

October 2011-Current

- After starting my position at Keuka College, I was asked by a few colleagues what it would take to start a Relay For Life on campus. After talking with the American Cancer Society, I have officially started the first Relay For Life at Keuka College. Being the Event Chair, I have put together six planning Committees; each includes a Chair member and committee members. I work with all the Committees to help plan the event for the Spring semester, as well as be a resource for them, since I have been involved with Relay For Life for many years.

Women's Center Steering Committee at Keuka College

August 2011-Current

- As the Resident Director of the Women's Center, I am also a member of the Steering Committee. We help the residents of the building maintain a welcoming, supportive environment in which women can positively impact the issues that affect their daily lives such as women's history, safety, women as leaders, women's health, self-image, rape and abuse, social action and women in athletics. We allow this by providing programs and activities that encourage individual growth and development of all women at Keuka College.

Resident Assistant Selection Committee at Keuka College

August 2011-Current

- While on this committee, I work with and advise ten Resident Assistants in reformatting the RA application, interview process and questions, as well as the group process set up and events.

Leadership Institute at SUNY Oneonta

March 2009, March 2010, March 2011

- During the Institute we learned about leadership roles and how we can become better leaders at the college and when we graduated. We also used this time to network with alumni, community members, and professionals.

Chancellor Award Committee at SUNY Oneonta

January 2011

- The Chancellor's Awards for Excellence are System-level honors conferred to acknowledge and provide system-wide recognition for consistently superior professional achievement and to encourage the ongoing pursuit of excellence. I helped pick a candidate for the school to nominate for the award based on recommendations and binders put together by other Professors.

Alcohol and Other Drug Committee at SUNY Oneonta

August 2009-May 2010

- On this committee, I helped plan activities around campus and in the Resident Halls for the students of SUNY Oneonta. These activities helped my peers and others learn about the dangers of drugs and alcohol.

Relay for Life Luminaria Chair at Chemung County

June 2008-Current

- Starting in 2008, I became the Luminaria Chair for the Relay For Life. This involved preparing for the event and the ceremony by writing speeches, and getting volunteers to help during the ceremony.

Food and Nutrition Association Member at SUNY Oneonta

August 2008-May 2011

- While a member of this club, I helped promote the objectives of federal, state, and regional agencies and professional associations concerned with promoting wellness and health through food and nutrition practices. I would help do this by planning and promoting appropriate programs that would contribute to campus and community service projects, these would include display cases or lectures held on campus.

Colleges Against Cancer Member at SUNY Oneonta

August 2007-May 2011

- While a member of this club, I volunteered to help fight against cancer with the American Cancer Society. We would do this with different programs and advocacy programs on campus that would raise awareness to different types of cancer, such as breast cancer, prostate, and lung cancer. We would also hold fundraisers on campus to help support the American Cancer Society and their advocacy programs, research, and support for cancer patients.

Relay For Life Participant/Team Captain at Chemung County

June 2003-Current

- I have been an active team member for the Relay for Life since 2003. This has involved participating in Relay For Life events and fundraisers, as well as fundraising myself to help support the American Cancer Society.



Education

Bachelor of Science in Dietetics May 2011
State University of New York at Oneonta, Oneonta NY

Minor in Health and Wellness May 2011
State University of New York at Oneonta, Oneonta NY

Skills

I am a leader, open minded, a good listener, able to multi task, work independently and under pressure, and a hard worker. I am able to respond and recognize scholar’s needs, and have an excellent ability to help solve student’s problems, as well as communication skills with students and other colleagues.

Computer Skills

I am proficient in Microsoft Word, Excel and PowerPoint. During classes I learned how to use Auto CADE, about Medical Terminology, how to use Menu Developers, and how to design my own websites (<http://rebeccacapek.yolasite.com/> is my personal website).

Awards and Certificates

American Dietetic Association Member	June 2010
New York State Dietetic Member	June 2010
DPG Sports, Cardiovascular, and Wellness Nutrition Member	June 2010
DPG Oncology Nutrition Member	June 2010
2 nd Top fundraising team for the SUNY Oneonta Relay for Life	April 2010
2 nd Top fundraising individual for the SUNY Oneonta Relay for Life	April 2010
CPR and AED Certified	April 2009
ServSafe Certified	November 2008

References available upon request