GEORGE SMITH

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EDUCATION **Master of Science in Education:** University of Wisconsin Madison — Madison, WI
Emphasis: Higher, Post-Secondary, Continuing Education

Bachelor of Arts: University of Wisconsin Oshkosh — Oshkosh, WI
Major: English; Minor: Business

PROFESSIONAL PROFILE

- Five years of progressive experience in student activities, leadership and volunteerism
- Dedicated to student development and success
- Supervised 28 orientation group leaders
- Ability to build rapport with diverse populations including students, parents, staff and faculty
- Captivating and creative public speaker with groups ranging from two – 350 people

SKILLS AND ABILITIES

Human Relations and Communication

- Provide extensive training and programming on topics including: staff selection, interviewing, assessment, academic skills, wellness, community development, transitions, ethics, alcohol education, long distance relationships, leadership, time management and academic success
- Counsel students with academic and personal concerns
- Instruct Resident Assistant seminar
- Interpret policy, mediate conflicts and enforce regulations
- Possess excellent oral and written communication skills
- Represent department at recruitment and information sessions for parents and students
- Revised departmental handbooks: Resident Assistant Handbook and Academic Advisor Manual

Student Involvement and Organization Development

- Aided student organization development and program assessment with planning and volunteer board
- Serve as a resource to all student organizations
- Promoted student involvement through organization/involvement fairs, one-on-one contact with students, printed materials and presentations to parents and students at early registration programs
- Organized creative publicity campaigns for activities, performances and organization recruitment
- Produced a handbook for student organizations and advisors presenting information on: recruitment, committees, officer transition, budgets and university policies
- Presented important issues including budget management, fundraising, creative publicity and program planning to student organizations leaders' monthly meetings
- Supervised the student organization recognition process for more than 50 organizations

Community Service Coordination

- Advised the campus volunteer group promoting student volunteerism for three years
- Established excellent working relationship with local mentor group in support of student participation
- Implemented volunteer activities for the entire campus community including: campus clean-up days, blood drives and gift giving programs for children of students during the holiday season
- Organized alternative spring break trips to Kentucky and Negril Jamaica for five years for groups of 7 to 22 students
- Participate in Paint the Town Planning Committee, organized two university groups to participate
- Represented the campus community as an American Cancer Society Relay for Life Team Leader

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SKILLS AND ABILITIES (continued)

Personnel Management

- Supervise approximately 50 undergraduate and clerical staff
- Conducted employee performance appraisals and evaluations for all staff
- Led employee trainings involving both professional and undergraduate staff
- Recruit, interview and select new employees
- Created and implemented professional development programs to support staff retention and growth

RELATEDACTIVITES

- **Co-Chair, Assessment Committee**, University of Wisconsin Madison — October 2011 – Present
- **Names Quilt Project Committee**, University of Wisconsin Madison — September 2011 – Present
- **Committee on Sexual Orientation**, University of Wisconsin Oshkosh — August 2009 – May 2010
- **Wellness Committee**, University of Wisconsin Oshkosh — August 2009 – May 2010
- **Retention Committee**, University of Wisconsin Oshkosh — January 2009 – May 2009
- **New Student Orientation**, University of Wisconsin Oshkosh — Augusts 2009 – September 2009

RESEARCH EXPERIENCE

Advisor: Dr. Dana Smith

Summer 2010 – Graduate Student & Faculty Collaborative Research Grant

Project title: *Non-matriculates of the ACT Program: Why did they choose not to enroll?*

- Completed a study including a research proposal, data collection and analysis of findings
- Study presented at regional conference for math and science teachers by faculty investigator
- Presented findings at Celebration of Scholarship 2011

PRESENTATIONS

- **"How to Get a Job in Business Without a Business Major"**
  University of Wisconsin Oshkosh — April 2012
- "**Staff Training: Just Another Dust Bunny in the Vacuum of Residence Life?"**
  University of Wisconsin Madison — September 2011
- "**Academic Success 101"**
  University of Wisconsin Oshkosh — June 2011
- "**Non-traditional Approaches to Community Building"**
  University of Wisconsin Oshkosh — September 2010
- "**What's This Thing Called Heterosexuality?"**
  University of Wisconsin Madison — August 2010
- **"Creating a Positive Web Presence"**
  University of Wisconsin Oshkosh — January 2010
- "**Is There Life Beyond RHA? Market Yourself!"**
  University of Wisconsin Madison — September 2009

PROFESSIONAL EXPERIENCE

- **Residence Life Coordinator**, University of Wisconsin Madison — September 2011 – Present
- **Student Activities Specialist,** University of Wisconsin Madison — June 2010 – August 2011
- **Peer Advisor/Resident Assistant,** University of Wisconsin Oshkosh — August 2009 – May 2010
- **Marketing Intern**, Oshkosh Corporation — May 2009 – August 2009

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