

SAMANTHA SAMPLE

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HIGHER EDUCATION EXPERIENCE

Office of Student Leadership, Neumann University, Aston, PA

Assistant Director, August 2013 – present

- Organize five annual leadership conferences throughout the academic year that engage 300-400 students and 30-50 alumni.
- Advise five student professional and advocacy organizations. Provide all training and support for network of Faculty Advisers to student organizations.
- Developed and implemented a new online management system, OrgSync, for more efficient operations, fiscal management, and communication among registered student organizations.

Learning Assistance & Resource Center, West Chester University, West Chester, PA

Graduate Assistant, August 2012 – May 2013

- Provided support to daily operations including tutor registration, directed telephone inquiries, and assisted with walk-in students.
- Designed and facilitated workshops on study skills, time management, note taking, test taking, and essay writing for first- and second-year students.
- Assisted the Director with research for grant proposals to fund academic support programs.

Twardowski Career Development Center, West Chester University, West Chester, PA

Counseling Internship, January – May 2013

- Met one-on-one with students during appointments and drop-in hours to assist with resume writing, networking and interviewing techniques.
- Instructed students on how to utilize College Central Network, an online career services management system for job postings and related resources.
- Conducted a special assessment project to measure student satisfaction with workshops. Facilitated a focus group to gather qualitative data to complement previous online survey.
- Presented a workshop on professional etiquette during the 25th Annual Leadership Experience for West Chester University student leaders.

Northeast Academic Support Services Association Annual Conference, Boston, MA

Graduate Staff Member, February 2013

- Gathered and organized all materials and coordinated the entire online registration process for 600 participants. Staffed and led the on-site registration with a team of 10 volunteers.

EDUCATION

West Chester University of Pennsylvania, West Chester, PA

Master of Science in Higher Education Counseling and Student Affairs, May 2013

- Council for Accreditation of Counseling & Related Educational Programs (CACREP) Accredited Program

Pennsylvania State University, State College, PA

Bachelor of Science in Psychology, May 2008

ADDITIONAL EXPERIENCE

Target, Exton, PA

Store Manager, June 2008 – May 2011

- Recruited into Store Management Trainee program and progressed to leadership role within 16 months.
- Drove sales by overseeing the guest service and merchandising of two departments with sales ranging from \$2 - \$3 million.
- Supervised leadership team and conducted daily floor personnel meetings.
- Acted as leader on duty, as well as opened and closed the store on assigned days.
- Assisted with recruiting and hiring of sales associate team.
- Received extensive training as part of store executive leadership experience.
- Ensured excellent service by interacting with guests and team members.
- Regularly achieved sales goals and maintained budget controls.

COMMUNITY SERVICE

Habitat for Humanity, Philadelphia, PA

Build Site Volunteer, February – August 2007

- Performed framing, roofing, siding, trim work, painting, and landscaping as a periodic participant on weekends.

Horizons for Homeless, Philadelphia, PA

Volunteer, May – August 2006

- Interacted and played with children living in family homeless shelters and domestic violence shelters throughout eastern Pennsylvania.

PROFESSIONAL ASSOCIATIONS

- American College Personnel Association (2012-present)
- American Counseling Association (2012-present)