

Tuffy Titan

City, State | Phone Number | Email | LinkedIn Profile URL

EDUCATION

Master of Science in Higher Education
California State University, Fullerton

Expected May 20XX

Relevant Coursework: Student Development Theory, College Student Affairs Administration, Higher Education Law & Policy, Assessment in Student Affairs

Bachelor of Arts in Sociology
University of California, Riverside

May 20XX

RELEVANT EXPERIENCE

California State University, Fullerton, Fullerton, CA
Office of New Student & Family Programs

Graduate Assistant

August 20XX - Present

- Coordinate logistics for fall and spring orientation programs serving over 4,000 incoming students and families
- Train and supervise a team of 25 undergraduate Orientation Leaders, including developing onboarding materials and facilitating weekly team meetings
- Analyze post-orientation survey data to identify program gaps and present recommendations to the Director of New Student Programs
- Designed and implemented a parent and family communication plan that increased family engagement session attendance by 30%

Department of Residential Life & Housing

Graduate Resident Director

August 20XX - Present

- Supervise and mentor 8 undergraduate Resident Advisors across a 400-resident hall community
- Manage student conduct cases, crisis response, and roommate mediation in alignment with university housing policy
- Plan and budget for monthly community development programming focused on belonging and retention

Resident Advisor

August 20XX - May 20XX

- Built community for a 45-resident floor through weekly one-on-one check-ins and monthly educational programs
- Served as a first responder for student crises, escalating to professional staff as needed
- Selected as a peer trainer for incoming RA cohorts based on strong performance evaluations

ADDITIONAL EXPERIENCE

University of California, Riverside, Riverside, CA

Teaching Assistant, Introduction to Sociology

August 20XX - May 20XX

- Led weekly discussion sections of 30 students and held office hours to support comprehension of course material
- Graded assignments and provided written feedback aligned to course rubrics

SKILLS & CERTIFICATIONS

Crisis Response & De-escalation | Data Analysis (Excel, Qualtrics) | Public Speaking | CPR/First Aid Certified