
Education	Azusa Pacific University M.Ed. College Student Affairs	Azusa, CA December, 2004 G.P.A.: 4.0/4.0
	Azusa Pacific University B.A. Psychology with counseling emphasis and Christian Ministries	Azusa, CA May, 2002 G.P.A.: 3.99/4.0 Summa Cum Laude

Experience	Director of Residence Life and Housing North Park University—Chicago, IL	2006-present
	<ul style="list-style-type: none">• Oversee housing facilities totaling 1,132 bed spaces in seven living areas.• Manage housing assignments throughout the academic year, run housing lottery, create and distribute informative mailings and maintain databases as needed.• Provide leadership for the residence life and housing programs.• Directly supervise seven full time professional Resident Directors. Indirectly supervise 33 Resident Assistants, five Desk Managers, and approximately 100 Desk Attendants.• Organize and run the selection and training of seven full time Resident Directors and 33 Resident Assistants.• Create opportunities for on-going professional development and in-service training for all residence life staff members.• Coordinate and administer a 24-7 on call system responding to student needs and crisis situations.• Manage the housing and residence life budgets totaling approximately \$790,000.• Execute programming efforts in conjunction with other staff members.• Run selection processes for Resident Directors, Resident Assistants, Desk Managers, and Desk Attendants.	
	Residence Director Azusa Pacific University—Azusa, CA	2003-2006
	<ul style="list-style-type: none">• Supervised eight to ten Resident Advisors and one Community Advisor in a freshmen co-ed residence hall housing 300- 370 students.• Oversaw the living area and Resident Advisor budget totaling approximately \$5,900.• Planned and implemented social, educational, spiritual, and passive programming as well as supervised the programming of Resident Advisors.• Organized and executed campus wide events in coordination with professional Residence Life staff.• Adjudicated conduct cases and worked to bring restoration to students through educational sanctions.• Participated in the professional staff duty rotation for the entire on campus residence population of approximately 2,300 students; acted as the first response to crisis situations.• Supplied spiritual guidance and support for students.• Initiated and coordinated development opportunities for the Resident Advisor staff.• Actively participated in both the Resident Advisor and Residence Director selection processes.• Developed the Community Advisor job description and expectations.• Served on the Resident Advisor winter retreat planning committee.	

Experience (cont.) **Resident Director** 2002-2003
Foundation Housing Service, California State Polytechnic University-Pomona – Pomona, CA

- Directly supervised four Community Advisors and indirectly supervised thirteen Community Advisors in a predominantly upper-class apartment complex housing 810 students.
- Created, planned, implemented, and presented the Fall Community Advisor two-week training program and winter weekend training program in conjunction with other professional staff.
- Created, coordinated, implemented, and tracked a wellness wheel programming model.
- Organized large scale events and wrote proposals allowing for off campus programming.
- Adjudicated conduct cases and administered educational sanctions.
- Created a monthly newsletter in conjunction with other Resident Directors.
- Served on the Community Advisor and Resident Director selection committees.
- Monitored Community Advisor expenditures from a \$13,000 budget.
- Completed administrative duties including coordination of damage charges for check-out, supervising Community Advisor and Resident Director duty log completion, updating publications, overseeing duty changes, and communicating with Housing regarding room assignments.
- Participated in diversity training focusing on cultural differences, sexual identity, and religious preferences.
- Provided live-in and on call services, crisis management, and conflict resolution mediation.

Additional Experience **Teaching Experience** Sept 2005-May 2006
Azusa Pacific University—Azusa, CA

- Taught an upper division leadership course titled “Leadership in Community Settings”.
- Prepared weekly classroom lectures, discussions, and activities.
- Graded papers and exams, and give feedback to students as necessary.

Additional Committee Work

- Office of Multicultural Development - Accountability Council Oct 2007-present
- 8 Cows Committee Co-Chair (serving female residential students) July 2005-May 2006
- Slater Team Leader July 2005-May 2006
- Alcohol Awareness Week Committee Fall 2005
- Women’s Development Committee July 2005-May 2006
- Student Life In-Service Planning Committee July 2005-May 2006

Involvement and Professional Experience

- American College Personnel Association
- National Association of Student Personnel Administrators
- Panelist experience at “Careers in Student Affairs” day and “Got Balance” workshop
- Presentation experience including boundaries, mediation, confrontation, time management, programming for RAs, team building exercises, diversity, and creative advertising

Publications Hoffman, J. L., & Lowitzki, K.E. (2005). Predicting college success with high school grades and test scores: Limitations for minority students. *The Review of Higher Education*, 28 (4), 455-474.

References References available upon request