

Jennifer T. Conlan

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EDUCATION

Master of Arts in Education in Educational Leadership and Policy Studies (concentration in Higher Education and Student Affairs) May 1999 (expected). Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA.
THESIS: A new college generation: Personal and world events in the lives of the class of 2002.

Bachelor of Arts in Mass Communication December 1996. Winthrop University, Rock Hill, S.C.

WORK EXPERIENCE

RESIDENCE LIFE

Oak Lane Community Graduate Assistant, Virginia Tech, July 1998-Present
Supervised 10 resident House Managers of Greek letter organizations.
Advised the community council.
Assisted with hiring and training of staff members.
Published a monthly newsletter.

Summit Community Assistant, Virginia Tech, August 1997- May 1998

Advised four residence hall councils on budgeting, programming, and facilities management.
Managed the budget for four residence halls and hall councils.
Hired, trained, supervised, and compiled payroll records for 45 night monitors and 6 fitness monitors.

Desk Staff Member, Margaret Nance Residence Hall, Winthrop University, Aug 1996-Dec 1996

Maintained the building's facilities and kept a ledger of equipment rentals.
Served as a resource for students' questions.
Assisted in the related tasks to the daily operation of a residence hall.

STUDENT ACTIVITIES

Dinkins Student Union Programming Board, Special Events Vice-Chair, Winthrop University, August 1995-May 1996

Assisted in the selection of entertainers.
Worked with performers, agents, and outside companies to provide the necessary accommodations required for performances.

Dinkins Student Union Programming Board, Publicity Team Member, Winthrop University, August 1996-December 1996

Created visual displays (i.e. bulletin boards and sandwich boards) that publicized acts.
Assisted in the creation of "special" publicity for acts.

Freshmen Peer Mentor, Winthrop University, August 1995-December 1995

Developed and presented programs for 13 first-sem freshmen on various topics including substance abuse, study skills, and time management.
Served as a resource and role model for students.
Participants had an 11% higher retention rate than the control group.

Orientation Assistant, Winthrop University, February 1995-July 1995

Educated over 800 first-year students as to the academic, residential, and social workings of the university.
Facilitated small group discussions.

RELATED EXPERIENCE

Association of Student Development, Professional Development Chair, Virginia Tech, January 1998-December 1998.

Organized various professional developments for members during meetings.
Coordinated the chapter's Student Affairs Awareness Week.

Intern, Services for Students with Disabilities, Virginia Tech, January 1998-May1998
Designed a Peer Mentor Program for students with disabilities.
Created a resource notebook for administrators on various hot topics in the area of disabilities.

Epsilon Sigma Alpha Sorority, Social Chair, Winthrop University, May 1995-May 1996
Planned a large-scale dance and sisterhood retreat each semester.
Organized a minimum of one "sisterhood" event a month.

COMMUNITY SERVICE

Catechism Teacher, Eighth Grade, St. Mary's Catholic Church, Jan 1998-Present, Blacksburg, VA.
Assisted in setting class curricula, creating lesson plans, and teaching class of 13 students.

Winthrop Phone Friend, Winthrop University, August 1994-May 1995
Answered phone calls from students who were home alone after school.
Assisted students with their homework, read stories, and had conversations in general.

Mentor, Tuesday's Child Home, Winthrop University, September 1992-May1994
Mentored students from a local homeless shelter.
Assisted students with their homework.
Assisted in planning activities for the students.

PUBLIC RELATIONS

Newsletter Editor, Services for Students with Disabilities, Virginia Tech, January 1998-Present
Created, designed, and published the newsletter "Ready, Willing, & Able" every semester,
circulated to 6,000 faculty, staff, and administrators on campus.

Public Relations Intern, Department of Student Development, Winthrop University, July 1996-
December1996
Designed a brochure highlighting the various aspects of the department.
Organized Open House presentations.
Created various forms of promotional material explaining the role of areas in the department.

Epsilon Sigma Alpha Sorority, Public Relations Chair, Winthrop University, May 1994-May1995
Worked with local media outlets to promote chapter programs.
Created display showcases that highlighted the accomplishments of the chapter.