

## SEAN STEPHEN BLACKBURN

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### EDUCATION

**Virginia Polytechnic Institute and State University**, (Virginia Tech) Blacksburg, VA  
M.A. Ed. in Student Affairs Administration, projected graduation May 2003  
**Virginia Polytechnic Institute and State University**, (Virginia Tech) Blacksburg, VA  
Bachelor of Arts, Political Science with Psychology Minor, July 2001.

### EMPLOYMENT

**Graduate Advisor**, Office of Fraternity and Sorority Life, Virginia Tech, Blacksburg, VA, August 2002 to present

- Assists with training, advising and program development for the Inter-Fraternity Council (IFC) and Pan-Hellenic Council (PhC)
- Primary Advisor for 10 fraternities with university policy, risk management and member development
- Primary Advisor for PhC recruitment education and Greek Week
- Facilitator for *Leadership in Student Organizations – Fraternal Life* credit-bearing class
- Co-Advisor for the Inter-Fraternity Council

**Night Auditor**, Donaldson Brown Hotel and Conference Center, Virginia Tech, Blacksburg VA, May 2002 to August 2002

- Primary customer service representative
- Process deposits, audit accounts, back-up customer and financial information
- Proficient in Micros Fidelio software

**Assistant Residence Director**, Residential and Dining Programs, (RDP), Virginia Tech, Blacksburg, VA, August 2001 to May 2002

- Assists with training, supervision and work management of 20 resident advisors
- Assists, participates and encourages students and staff in the implementation of educational and community development activities and programs
- Serve as primary advisor to hall council
- Management of resident advisor and hall council accounts
- Provide direction for hall staff on matters of emergency response protocol
- Facilitator for *Introduction to Residence Education*, a credit-bearing class

**Manager**, Regal Cinemas, Sterling, VA, December 2000 to January 2001

- Provided primary supervision for Supervisor staff
- Trained and lead shift preparation and supervision of customer service employees
- Primary conflict and problem solving responsibility

**Conference Aide**, RDP, Virginia Tech, Blacksburg, VA, April 2000 to August 2000

- Primary contact and customer service agent for summer conferences
- Customer satisfaction, safety and conference support provided
- Participated in campus duty rotation and emergency response

**Manager**, JD's American Bar & Grill, Sterling, VA, June 1997 to August 1997

- Provided primary supervision for customer service employees
- Shift preparation and supervision
- Primary conflict and problem solving responsibility

### LEADERSHIP

**Chapter Advisor**, Delta Tau Delta Crescent Colony of Virginia Tech, 2001 - 2002

- Provide guidance and support to executive and administrative fraternity leaders
- Directly oversee the risk management and financial compliance with national and university policy
- Report to the national office on recruitment, finance, risk management and chapter progress

**President**, Residence Hall Federation, (RHF), 1998 – 2000

- CEO and CFO for \$100,000 student organization
- Provided leadership for 7 member Executive Committee and 10 member Board of Directors
- Assisted in the development of professional staff expectations and job descriptions
- Responsible for legal, fiscal and ethical decisions and actions

**Chair**, University Council's Commission on Student Affairs, 1999 – 2000

- Chaired Commission meetings of students, faculty, staff and administration

- Coordinated Commission agenda and represented 26,000 graduate and undergraduate students to the University community
  - Made recommendations on new and current student life policy to the university community
- Treasurer**, Virginia Association of College and University Residence Halls, (VACURH) 1999 – 2000
- Responsible for \$3,000 operating budget
  - Conference finance chair, responsible for \$3,000.00 conference budget hosted at the University of Richmond, March 2000

**Auditor**, South Atlantic Affiliate of College and University Residence Halls, (SAACURH) 1999

- Auditor for \$35,000 budget
- Provided feedback and recommendations on funds handling procedures

**COMPUTER SKILLS** Competent with Windows ME, Microsoft Word, Excel, Power Point and Access  
Experienced with Netscape Composer and simple website development  
Experienced with specialty software like Rushbase, Micros Fidelio, ACT, and Conference Planner

**CONFERENCES** VACURH 1998, 1999, 2000, Program Presenter  
SAACURH 1998, 1999, Program Presenter  
National Association of College and University Residence Halls (NACURH) 1998, 1999, Program Presenter

**PROGRAMS** JUST DO IT, Selling Your Ideas to the College or University Administration.  
20/20 VISION, Sharing your personal and organizational vision.  
CARPE DIEM: Seize Your Day and Present a Program.  
Working with YOUR Hall Council Advisor  
Leadership Opportunities, VACURH  
Blackburn's Pocket Guide to SMART® GOALS

**HONORS** **Sean S. Blackburn Outstanding Contribution**, RHF, Virginia Tech, 2000 (Outstanding Student Contribution Award renamed in appreciation of three years of service.)  
**Deans List**, Virginia Tech, Spring 2000, Fall 2000, Spring 2001, Summer 2001  
**Delta Tau Delta Fraternity**, Virginia Tech Iota Zeta Chapter, 2002  
**A. Alan Baird Award**, RDP, Virginia Tech, 1999 (Outstanding on-campus student leader)  
**National Residence Hall Honorary**, (NRHH), Virginia Tech, Member 1997  
**Executive Officer of the Year**, NRHH, 1998-1999  
**Student of the Year**, NRHH, 1997-1998

**REFERENCES** **Katie Wooldridge**, Coordinator of Greek Life, Virginia Tech, 319 Squires Student Center, Blacksburg VA, 24061, 540-231-5725 ([kwooldri@vt.edu](mailto:kwooldri@vt.edu))  
**Gerry J. Kowalski**, Ph.D., Director of Residence Education, Residential and Dining Programs, 109 East Eggleston Hall, Blacksburg, VA 24061-0428, 540-231-6204 ([kowalshi@vt.edu](mailto:kowalshi@vt.edu))  
**Larry Robertson**, Assistant Director for Residence Education, Residential and Dining Programs, 109 East Eggleston Hall, Blacksburg, VA 24061-0428, 540-231-6204 ([lroberts@vt.edu](mailto:lroberts@vt.edu))