

Jessica Lee Byrne

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After May 10, 1998

Education

Bachelor of Arts, May 1996, Ferrum College, Ferrum, VA
Major: Liberal Studies, Minors: Psychology, Sociology, Criminal Justice

Master of Arts and Education, May 1998, Virginia Polytechnic Institute and State University, Blacksburg, VA
Field of Study: College Student Personnel Services and Counseling
Thesis Topic: Outcomes of the Resident Advisors Experience

Employment Experience

Graduate Hall Director. Virginia Tech, Residential and Dining Programs. August 1997-May 1998

- Managed community development and operations for a co-ed residence hall of 824 residents
- Hired, trained, supervised, and evaluated 16 Resident Advisors and 1 Resident Advisor Coordinator
- Conducted weekly staff meetings and the social, academic, and professional development of the staff
- Assisted students and staff to implement and participate in educational, social, and wellness programming
- Served as a rotating campus "on-call" staff member for 8500 residents
- Developed a professional relationship with Virginia Tech Police and other campus departments
- Monitored a programming budget for the hall
- Served as a resource for the hall council
- Maintained regular office hours

Community Assistant. Virginia Tech, Residential and Dining Programs. August 1996-May 1997

- Coordinated residence hall security program and fitness room services for an area of 2400 students
- Recruited, selected and trained 65 student employees, supervised payroll
- Advised 4 hall councils with programming, newsletters, and facilities management
- Assisted with planning, implementation, and evaluation of area programs
- Managed 4 individual hall funds totaling \$4900
- Actively participated in staff meetings, projects, and professional development opportunities
- Coordinated major events including a community 5K run and a campus bonfire
- Assisted with planning and presentation of annual residence hall leadership retreat
- Maintained regular office hours

Head Resident Advisor. Ferrum College, Office of Residence Life. August 1995-May 1996

- Selected, trained and supervised 25 student staff members
- Planned and implemented campus and community programs and staff in-service training
- Acted as a peer counselor, specializing in peer conflict resolution
- Worked directly with campus security to enforce laws and campus policies
- Served as a "on-call" administrator for approximately 1200 residents
- Maintained regular office hours

Resident Advisor. Ferrum College, Office of Residence Life. February 1993-May 1995

- Directly responsible for 48 hall residents
- Planned and carried out social, educational and wellness programs for benefit of resident students
- Initiated contact between resident students and college faculty and staff members
- Enforced campus rules and policies
- Acted as a peer counselor
- Served as a liaison between students and maintenance staff

Additional Student Affairs Experience

Greek Affairs and Judicial Affairs. Virginia Tech Residential and Dining Programs. Spring 1997

- Worked directly with the on-campus Greek community
- Assisted with Panhellenic Rush process
- Created and managed the House Manager selection process to fill 10 positions
- Reconstructed the Special Purpose Housing staff manual
- Observed the University judicial intake process and served as a judicial hearing officer

Class Facilitation. Virginia Tech, Residential and Dining Programs. Spring 1997

- Facilitated a credit-bearing Residence Education course for 24 Resident Advisor candidates
- Prepared class activities, assignments, and discussion topics
- Evaluated candidates based on class performance

First Year Experience and Upper-Class Residential Programs. Ferrum College. Office of Residence Life. Summer 1997

- Created a 10 week, residential First-Year Experience program complementary to the Freshmen Seminar
- Assisted with the development of the 10 week, Upper-Class Residential Program

Related Skills

Software

- Basic IBM and Macintosh
- Microsoft Office Applications
- Windows 3.x, Windows 95
- Various web browsers, and publishers
- Electronic mail services

Other

- Red Cross certified Lifeguard
- Water Safety Instructor
- CPR certified (infant/child/adult)
- First Aid certified

Honors

- Who's Who Among American Colleges and Universities, 1996
- Coaches Award for Sportsmanship. 1995
- Resident Advisor Programmer of the Semester, Spring 1994
- Deans List, Fall 1994, Spring 1995, Spring 1996
- Resident Advisor of the Year, 1994/95
- Dixie Intercollegiate Athletic Conference All Academic Team, 1994-1996
- Residence Life Spirit Award, 1993, 1995
- Who's Who Among American High School Students, 1989

Activities

- Resident Advisor Selection Committee, 1997
- Resident Advisor Selection and Training Committee, Spring 1995
- Soccer Team, 1992-1996, Captain 1993-1996
- Ferrum College Big Brother/Big Sister 1993-1996

Membership

- American College Personnel Association
- National Residence Hall Honorary
- Association for Student Development, Virginia Tech

References

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