



Nadia Ellis

Student Life Specialist, Living Learning Community

☎ (812) 555-2864 ✉ nadia.ellis@example.com

🌐 linkedin.com/example/nadiaellis 📍 Bloomington, IN 47408

STRENGTHS

- 👥 **Student advising**
Guided eight organization teams through budgets, registration, recruitment, and policies, giving leaders clearer next steps when plans felt scattered.
- ♥️ **Welcoming service**
Handled front desk, phone, email, and family questions with care, helping visitors feel heard and campus offices stay informed.
- ♥️ **Program assessment**
Turned surveys and attendance notes into planning recommendations; recurring feedback became a useful starting point for future programs.
- 📅 **Event coordination**
Managed rooms, catering, staffing, materials, and travel details across busy campus events, keeping practical needs visible from start to finish.
- 🔒 **Confidential records**
Maintained sensitive student and program information across SIS, Canvas, and databases, earning trust through accurate and timely documentation.

SKILLS

Student life programming

Student engagement

Residence life

Student organization advising

Event planning

Program assessment

Student development

Budget tracking Customer service

Confidential records

SUMMARY

Student life professional with four years of progressive **higher education experience** supporting residential communities, **student organizations**, engagement programs, events, and **administrative operations**. Coordinates programs serving hundreds of students while connecting families, faculty, campus offices, student leaders, and external guests through clear communication and dependable follow through. Advises student organizations on budgets, recruitment, registration, policies, compliance, and leadership development. Manages event logistics, space reservations, catering, staffing, travel details, promotional materials, and program documentation. Uses SIS, Canvas, databases, Microsoft Office, social media, and structured reports to maintain accurate records and assess outcomes. Work across academic cycle demands, front desk service, evening programs, and **cross departmental initiatives** has built sound judgment, empathy, and readiness for meaningful student support.

EXPERIENCE

Student Engagement Coordinator

Lakeshore State University 📅 July 2024 - Present 📍 Bloomington, Indiana

Coordinate residential and campus engagement operations for more than 450 students, advising **student leaders** and guiding cross campus programs. Own event planning, stakeholder communication, assessment, records, and logistics while supporting academic cycle priorities and service quality.

- Coordinated residential **programs** with space, catering, staffing, and **academic cycle** communications.
- Advised eight student organizations on budgets, recruitment, registration, policies, and documentation.
- Managed **front desk**, phone, email, and **in person** service for students and families.
- Converted survey feedback and attendance records into planning recommendations for stakeholders.
- Maintained confidential SIS, Canvas, database, and office records for time sensitive assignments.
- Secured rooms, **food service**, materials, travel details, and support across campus initiatives.

Student Life Program Assistant

North Valley College 📅 August 2022 - June 2024 📍 Terre Haute, Indiana

Supported daily student life operations for commuter and residential populations through front desk service, program coordination, purchasing, communications, training logistics, and database upkeep. Built practical experience in student advising, financial documentation, assessment, and office administration.

- Supported **student life** operations through scheduling, purchasing, mail, phone, and email coordination.
- Prepared presentations, sign in tools, social posts, and **website updates** for campus programs.
- Tracked purchases, receipts, funding documents, and balances in spreadsheets for coordinator review.
- Guided **student organizations** through reservations, **registration** requirements, campus resources, and policies.
- Coordinated student employee training schedules, attendance records, procedures, and volunteer logistics.
- Summarized **participant feedback** and database findings for future workshops and social **events**.

Residence Life Assistant

North Valley College 📅 August 2021 - July 2022 📍 Terre Haute, Indiana

[Student Information System](#) [TIME](#)

[Canvas](#) [Course management tools](#)

[Databases](#)

LANGUAGES

English

Native

Spanish

Intermediate

MY CAREER



● Student Engagement Coordinator at Lakeshore State University (2.2 Years)

● Student Life Program Assistant at North Valley College (1.8 Years)

● Residence Life Assistant at North Valley College (11 Months)

Supported a residence hall community of approximately 180 students through desk coverage, educational programming, referrals, communication, and move in operations. Developed an early foundation in confidential service, family engagement, safety awareness, and community building.

- Supported residence hall desk coverage, community programs, referrals, and housing procedure communication.
- Planned educational and social **programs** with room layouts, supplies, promotions, and participation notes.
- Documented resident questions confidentially and routed needs to appropriate campus resources.
- Distributed program information and deadlines through **Canvas** and campus communication tools.
- Assisted move in and **orientation** with supplies, family questions, wayfinding, and materials.
- Collected **student feedback** and shared recurring concerns with **residence life** professionals.

PROJECTS

Residential Engagement Assessment 📅 2025

Created a practical assessment process using attendance records and participant feedback to identify program themes, inform semester planning, and give stakeholders clearer evidence for student engagement decisions.

Student Leadership Workshop Series 📅 2024

Facilitated recurring leadership sessions that helped student organization representatives discuss operations, recruitment, policies, event planning, and sustainable volunteer involvement.

LEADERSHIP & AWARDS

- Facilitator, Campus Student Leadership Workshop Series, 2023 to Present
- Professional Development Committee Volunteer, Indiana Student Affairs Association, 2024 to Present
- Student Affairs Assessment Fundamentals, University Continuing Education, 2025

EDUCATION

Bachelor's Degree in Education

Indiana State University 🎓 GPA: 0 📅 2021 📍 Terre Haute, Indiana

Coursework: Student development, educational psychology, classroom management, community engagement

CERTIFICATIONS

- Student Affairs Assessment Fundamentals 📅 2025
- Mental Health First Aid USA 📅 2024

TECHNICAL SKILLS

- **Student Information Systems:** Student Information System, SIS, TIME
- **Learning Platforms:** Canvas, course management tools, online course materials
- **Database Management:** Student databases, shared databases, records management
- **Office Applications:** Microsoft Office, spreadsheets, presentations
- **Communication Channels:** Phone, email, front desk service
- **Event Operations:** Space reservations, catering, furniture setup
- **Program Assessment:** Participant feedback, attendance records, outcome measurement
- **Student Organization Support:** Budgets, recruitment, registration
- **Campus Communications:** Website updates, social media, promotional materials
- **Administrative Operations:** Scheduling, purchasing, mail coordination

PROFESSIONAL AFFILIATIONS

- Indiana Student Affairs Association, Professional Development Committee
- Campus Student Leadership Workshop Series, Facilitator
- Higher Education Student Life and Residence Life professional community

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST