

Nadia Ellis

Student Life Specialist, Living Learning Community

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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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST