

Alexander Smith

Clifton, NJ 07012 | 973-555-3452 | a.smith3@gmail.com

EDUCATION

Montclair State University, Montclair, NJ
Master of Arts in Higher Education, May 2023

University of Delaware, Newark, DE
Bachelor of Arts in Psychology, May 2021

HIGHER EDUCATION EXPERIENCE

Educational Opportunity Fund, Montclair State University, Montclair, NJ

Practicum January 2023 - May 2023

- Provided intentional advisement and counseling to a cohort of 25 at risk freshmen students
- Planned a peer leader panel for seniors to provide advice to freshmen students
- Developed an interactive event for students highlighting academic resources on campus
- Created an infographic promoting study skills in preparation for midterms and finals

Career Services, Kean University, Union, NJ

Capstone Fieldwork January 2023 – May 2023

- Identified undergraduate non-user populations and invited a sampling of students to focus groups
- Create focus group protocol and co-facilitated groups with Graduate Assistant
- Reviewed findings and created recommendations to promote greater student engagement of services

Center for Academic Success and Tutoring, Montclair State University, Montclair, NJ

Graduate Student Worker September 2021 – December 2022

- Supported the planning and execution of tutoring, supplemental instruction, and workshops online for freshman, transfer, and adult learner students
- Advised 10 undergraduate students on academic probation and 5 transfer students on academic warning to help them achieve and maintain good standing at the University
- Collaborated with a team of diverse professionals, graduate students, and undergraduate staff to support the learning of all
- Prepared clear and accurate reports while maintaining confidentiality of student files and records

Office of Residence Life and Housing, University of Delaware, Newark, DE

Resident Assistant August 2019 – May 2021

- Supervised 50 undergraduate residents and addressed concerns through individual weekly meetings
- Handled crisis situations such as medical emergencies, building evacuations, and conflicts
- Worked with floor members to build communication skills and engaged in goal setting and community building for residence hall
- Participated in duty rotation to uphold Office of Residence Life & Housing policies and procedures
- Attended all training and professional development programs once a month

OTHER WORK EXPERIENCE

Camp at the Lake, West Milford, NJ

Lead Counselor July – August, 2020 – 2022

- Oversaw a group of 25 fifth graders during the 10-week summer camp program
- Created stimulating activities for students such as games, arts & crafts, and swim
- Communicated with Leadership Team and parents regarding any conflict with a camper

SKILLS

- Technology: Microsoft Office, Google Suite, Navigate, Degree Works, Canva, Social Media (Instagram)
- Languages: Fluent in Spanish