

Career Center

Master's Student Affairs Resume Example

Estella Linnett, M.Div.

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Education

Duke University, Divinity School

Expected May 2017

Degree: Masters of Divinity; Duke Scholar Merit Scholarship

Calvin College

May 2013

Degree: Bachelor's; Philosophy major

Experience in Student Affairs

Duke University, HDRL (Housing, Dining & Residence Life)

August 2015-Present

Graduate Resident for the 2016-2017 Academic Year

- Provide administrative support to Resident Coordinator for campus quad of over 500 residents
- Manage quad budget of \$12,550
- Supervise RA staff of 15, advising program development, procuring supplies, coordinating on-call duty, assessing program results and learning outcomes, conducting one-on-ones
- Advise 3 hall councils, meeting weekly with hall presidents and overseeing their programs
- Catalyze faculty interaction with residents through coaching RAs and house councils for programming that incorporates professors
- Assist with campus crisis management and early intervention for students at risk
- Serve as referral agent for campus and community resources
- Teach RAs and residents about leadership development and lead them in difficult conversations on race, class, and political climate
- Receive professional development training during orientation and mid-year on student wellness, team functions/dysfunctions, and on ways to maximize collaboration with campus partners

Duke University, Center for Multicultural Affairs

August 2015-Present

Graduate Assistant

- Planned and implemented events on topics as diverse as student activism, Latinx Heritage Month, post-election reflections, religion and sexual identity
- Collaborated with Duke Chapel and Latinx professor in leading Junot Díaz book club
- Created and served as Project Director for nationally acclaimed #OurCulturesAreNotCostumes visual campaign <http://ourculturesarenotcostumes.tumblr.com/>
- Chair for committee tasked with decorating new Latinx student space on Duke's campus
- In addition to receiving and providing trainings on privilege, intersectionality, and structural racism, I conducted successful grant writing and marketing for the center



Experience in Community Organizing

Presbytery of Long Island, Summer Field Education Placement

May-August 2016

Ministry Intern

- Practiced community building in five congregations and served as liaison between the Long Island Presbyterian Church and a literacy project and community land trust in Nassau County
- Led and chaperoned 20 Presbyterian youth in a week-long trip to Washington D.C. to learn about various poverty services and initiatives

ERASE Racism, Civil Rights Non-Profit on Long Island

September-December 2014

Project Intern

- Initiated faith-based community organizing that linked local religious communities to the fair housing, fair education, and public health initiatives of the organization
- Edited/wrote monthly newsletters and updated the organization's social media accounts

Recognitions and Activism

- Spearheaded Sanctuary conference for local religious leaders in North Carolina
<https://divinity.duke.edu/events/loving-our-neighbor-embodiment-sanctuary-conference>
- Peace delegate to Colombia in September 2016 <https://sojo.net/articles/when-we-vote-against-peace>
- #OurCulturesAreNotCostumes mentioned in the *New York Times*
<https://www.nytimes.com/2015/10/31/us/cultural-appropriation-halloween-costumes.html>