# Master's Student Affairs Example Resume



## Estella Linnett, M.Div.

105 Campus Drive, Durham, NC 27708 | Phone: 516-880-5517 | E-Mail: el4700@duke.edu

#### 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**

### Ministry Intern, Presbytery of Long Island, Summer Field Education Placement

May-August 2016

- 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

### Project Intern, ERASE Racism, Civil Rights Non-Profit on Long Island

September-December 2014

- 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-embodying-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