

# Rebecca Eisenstein

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## EDUCATION

**Master of Education in College Student Affairs, Curriculum and Instruction** Expected May 2018  
*University of South Florida* Tampa, FL

Honors: Kappa Delta Pi National Education Honor Society

**Bachelor of Arts in Marketing and Graphic Design, Magna Cum Laude** May 2016  
*Moravian College* Bethlehem, PA

Honors & Awards: Who's Who Among American College and University Students (2016 edition), Omicron Delta Kappa Outstanding Senior Leader (spring 2016), Gamma Sigma Alpha National Greek Honor Society (inducted spring 2016), Omicron Delta Kappa National Leadership Honor Society (inducted spring 2015), Kappa Pi National Art Honor Society (inducted spring 2015), Greek Spirit Award (spring 2015), Omicron Delta Kappa Outstanding Sophomore Leader (spring 2014)

## RESIDENCE LIFE EXPERIENCE

**Residence Director, ACUHO-I Intern** May 2017- August 2017  
*Office of Residence Life and Involvement, Division of Student Affairs, Wingate University* Wingate, NC  
*Association of College and University Housing Officers- International (ACUHO-I)*

- Served in an on-call duty rotation as a professional staff member to ensure health and safety of 200+ residents
- Responded to crises and emergency situations such as facility issues and resident concerns to foster a positive campus community
- Managed administrative tasks and procedures related to hall operations, including hall openings and closings
- Supervised, trained, managed duty rotation, and evaluated performance of seven Resident Advisors to provide oversight of programming and community, and to invest in their holistic development through weekly one-on-one and staff meetings
- Assigned incoming first-year students roommate pairings to assist in fostering a positive first-year experience
- Planned and implemented aspects of Resident Advisor Training, including devising an interactive theme to engage participants throughout the week and to strengthen relationships between students and new professional staff
- Presented effective one-on-one strategies and staff development methods to new and returning Residence Directors to increase knowledge and understanding of helping and advising skills, and student learning and development
- Devised a staff development guide to provide Residence Life Staff with effective strategies to foster co-curricular learning in the residence halls guided by student learning outcomes, and to increase positive student engagement throughout the year
- Attended the Association of Fraternity/Sorority Advisors (AFA) Summit of the Carolinas to explore best practices
- Assessed, charged, and explained room damages to students to promote and ensure a safe and healthy living environment
- Provided customer service to families of incoming students and current students to contribute to positive campus community
- Managed the budget for the summer Resident Advisors and assisted in shopping for program materials within the budget

## GRADUATE STUDENT AFFAIRS EXPERIENCE

**Internships and Career Readiness Graduate Assistant** August 2016- Present  
*Career Services, Student Affairs and Student Success, University of South Florida* Tampa, FL

- Supervise, select, train, manage, and evaluate eight to ten student employees (Career Peer Advisors) to ensure excellent customer service, effective helping skills, and thorough understanding of assigned duties, as well as co-facilitate weekly staff meetings
- Help and advise student employees through weekly one-on-one sessions to support and listen to students, review and evaluate job duties and expectations, as well as to explore and identify student goals and methods of goal achievement
- Develop, design, and deliver career readiness workshops and presentations for a variety of student populations to inform and prepare students for today's workforce and to build relationships between students, offices, and career services
- Supervise and provide necessary resources to one to two undergraduate interns to increase engagement between students and career services through intentional programs, which led to doubled activity during night office hours from previous semester
- Integrate teambuilding, weekly recognition, and student spotlights to show value and appreciate student employees
- Plan, design, and implement an Intern for a Day Alternative Spring Break for students to work alongside organizations with a social responsibility and participate in corporate tours to explore how to connect social responsibility with career options
- Design and implement a mentoring program between the Career Peer Advisors and the Career Consultants to foster the personal and professional development of student employees and to facilitate office connections and collaboration
- Assess the Career Express walk-in service by implementing a student satisfaction survey to ensure the success of the service in meeting learning outcomes and projected outcomes for individual career advising sessions with students
- Present diverse topics, such as Personal Branding, Resumes, Interviewing, Translating Your Global Experience, and Career Readiness Badging, to stakeholders across campus to enhance career readiness and understanding of career competencies
- Assist in the development of the online Career Readiness Badging Program to assist students in connecting undergraduate experiences to career opportunities, and developing interview answers that display career competence

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## Fraternity and Sorority Life 50<sup>th</sup> Anniversary Celebration Intern

August 2017- Present

*Center for Student Involvement, Student Affairs and Student Success, University of South Florida*

Tampa, FL

- Develop and implement a social media campaign to enhance, enrich, and engage the University of South Florida community by highlighting and celebrating the accomplishments spanning the past 50 years of Fraternity and Sorority Life
- Organize representatives from each of the fifty organizations to participate in the 50<sup>th</sup> Anniversary Homecoming Float and serve as the point of contact before and during the parade to promote a sense of community and ensure safety
- Design a 50<sup>th</sup> Anniversary logo using adobe illustrator to be used as a cohesive brand icon throughout communication
- Conceptualize and institute a video to highlight the Fraternity and Sorority Life community and history, as well as to foster connections between past and present members of the community through interviews and photography
- Establish a permanent wall feature to highlight Fraternity & Sorority Life organizations on campus in an exciting and aesthetically pleasing way that fosters community and promotes awareness and pride of Fraternity & Sorority Life on campus

## University Conduct Board

January 2017- Present

*Office of Student Rights and Responsibilities, Student Affairs and Student Success, University of South Florida*

Tampa, FL

- Develop learning outcomes and determine appropriate sanctions for students under review based on careful analysis and critical thinking to maximize student development and foster a safe learning environment at the university
- Listen and reflect upon conduct cases using an objective lens and collaborate with other board members to ensure the student may take the proper action steps to achieve the learning outcomes developed for each individual case
- Participate in trainings and attend presentations surrounding current issues within conduct boards in higher education to adequately prepare for cases, learn current legislation, and broaden perspective regarding possible scenarios

## Leadership and Ethics Retreat Facilitator

October 2016

*Center for Leadership and Civic Engagement, Student Affairs and Student Success, University of South Florida*

Tampa, FL

- Co-facilitated two days of leadership, ethics, and value activities for a group of thirty students in the Business Honors College to enhance critical thinking skills and enhance personal understanding of oneself in the team environment
- Conducted teambuilding and reflection at a low ropes course with four groups of ten students to promote the importance of teamwork, communication, and leadership in working together to achieve a common goal

## RELATED UNDERGRADUATE EXPERIENCE

### Student Government President

January 2015- January 2016

*United Student Government (USG), Moravian College*

Bethlehem, PA

- Governed student organizations through designing policy to enhance registration, risk management, and collaboration
- Planned and executed training and development through multi-day, interactive retreats each semester in order to develop a strategic plan, maintain group morale, and support team and individual growth and development through goal setting
- Reviewed contracts for concert and speaker events to increase student engagement and sense of community

## TEACHING AND CURRICULUM DEVELOPMENT

### Teacher's Assistant, Job Search Course

Spring 2017, May 2017, Spring 2018

*Career Services, Student Affairs and Student Success, University of South Florida*

Tampa, FL

- Teach and engage students in course material through innovative lesson planning to prepare for the job search
- Enhance student understanding of the workforce and how to prepare for it to help students obtain their career goals
- Utilized best practices in integrated online learning to effectively teach students in online course during the May term

### Teacher's Assistant, Career Readiness Badging Online Program

October 2017 - Present

*Career Services, Student Affairs and Student Success, University of South Florida*

Tampa, FL

- Orient students to the Career Readiness Badging Program and the National Association of Colleges and Employers (NACE) Career Readiness competencies to increase understanding of how to articulate essential skills to employers in interviews
- Review class submissions in areas of Professionalism and Career Management to ensure understanding of competencies

### Curriculum Development, LEAD Living and Learning Community

May 2017 – August 2017

*Residence Life & Student Involvement, Division of Student Affairs, Wingate University*

Wingate, NC

- Established a comprehensive leadership curriculum based on Servant Leadership and the Social Change Model of leadership to enhance learning and promote leadership development for the new, first-year LEAD Living and Learning Community
- Chose the supplemental material for the course to promote understanding and interactive learning outside of the classroom

## SKILLS

**Computer Software:** Adobe InDesign, Adobe Illustrator, Canvas, Handshake, Maxient, Microsoft Office Suite, WordPress