

MARY M. BUSKE

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EDUCATION

STATE UNIVERSITY OF NEW YORK (SUNY) COLLEGE AT OSWEGO

OSWEGO, NY

BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

MAY 2020

Minor in Communication and Social Interaction

GPA: 3.58

President's List: Fall 2018, Fall 2019

Dean's List: Fall 2016, Fall 2017, Spring 2018, Spring 2019

Member of Vega the Junior and Senior Women's Honor Society

WORK EXPERIENCE

SUNY OSWEGO - RESIDENCE LIFE AND HOUSING

OSWEGO, NY

VILLAGE COMMUNITY ASSISTANT

AUGUST 2019 - PRESENT

- Serve as a role model for students to support the development of a community based on consideration, respect and appreciation of all people
- Individually assess and respond to the needs of 99 residents to create a experience that fosters independent living and personal development
- Perform Townhouse Condition Reports, Fire Extinguisher Inspections and Health and Safety Inspections with a staff of 4 to ensure a safe and comfortable living situation within all 68 apartment units
- Promote the Village mission focusing on sustainability, Leadership in Energy and Environmental Design (LEED) and personal development through planning various social and educational programs

WINTER RESIDENT ASSISTANT

JANUARY 2019, JANUARY 2020

- Operated the front desk and provided information to residents and staff to support building organization and functioning
- Processed and distributed campus mail, US mail and packages in an orderly and timely fashion to get items to appropriate residents
- Performed on-call responsibilities to ensure the safety and security of residents and guests within the residential facilities

RESIDENT MENTOR

AUGUST 2017 - MAY 2019

- Developed positive relationships with first year students to aid them with their college experience and instill a love for SUNY Oswego
- Supported the First Year Residential Experience (FYRE) program by facilitating a weekly GST 100: College Orientation and Success class
- Collaborated on a 16-person student staff to create a positive living and learning environment where students are comfortable and supported
- Informed residents of educational and recreational opportunities to support their academic, interpersonal and professional success

JOHNSON HALL FIRST YEAR RESIDENTIAL EXPERIENCE PROGRAM COMMITTEE

AUGUST 2017 - MAY 2019

- Critically analyzed the General Studies course titled College Orientation & Success to assist approximately 350 First Year students per year with their college transition
- Communicated with the Program Coordinator to brainstorm new ideas and revise old content to ensure strengthen impact of lessons
- Performed lesson plan demonstrations to course facilitators during staff meetings to guarantee staff preparedness for upcoming classes

JOHNSON HALL BIDDING BONANZA SOLICITATION AND LOGISTICS COMMITTEE CHAIR

DECEMBER 2018 - APRIL 2019

- Supported the Johnson Hall Scholarship by spreading awareness and gaining donations from the community for the event
- Created strategic organizational structures for solicitation to increase donations and build long term relationships with businesses in Oswego
- Communicated the needs and opinions of committee members to the leadership team to create a strong supportive team working dynamic

SUMMER RESIDENT ASSISTANT

MAY 2018 - AUGUST 2018

- Created a positive and welcoming environment for residents and guests by addressing questions and concerns as a resource person
- Supported Conference Residential Services through the performance of administrative tasks such as check-ins/outs and building preparation
- Built community with Summer Residents through the execution of and attendance at various in-hall social and educational programs

SUNY OSWEGO - REGISTRAR'S OFFICE

OSWEGO, NY

STUDENT REGISTRATION ASSISTANT

JULY 2016 - SEPTEMBER 2019

- Created, maintained, and audited student records in compliance with college policies and regulations to organize campus academic records
- Responded to student needs by having a thorough knowledge and understanding of College and University policies and procedures
- Provided quality customer service to students, families and school faculty while maintaining confidentiality and accuracy of student records
- Completed tasks such as filing and the organization of student records to improve process flow, efficiency, and to reach objectives

CORNELL UNIVERSITY - CORNELL ADULT UNIVERSITY

ITHACA, NY

TEEN RESIDENTIAL COUNSELOR

JULY 2019 - AUGUST 2019

- Supervised small groups of teens 24 hours a day during activities, meals, and field trips to ensure a safe camp environment
- Built meaningful relationships with commuting and residential teens to provide them a positive and memorable camp experience
- Helped maintain camp organization by implementing activities, taking attendance and communicating with co-workers
- Responsibly transported teens to fun and educational field trips within a 1 hour radius utilizing a 12-passenger van

TEEN DEBATE INSTRUCTOR

JULY 2019 - AUGUST 2019

- Developed a 5-day Ivy League curriculum to improve students public speaking skills and allow them to practice debate
- Adapted the curriculum on a weekly basis to meet the needs of 3 diverse groups of students ages 13-16
- Taught the fundamentals of debate and public speaking through creative games to keep students engaged over a 2.5 hour period

INTERNSHIP EXPERIENCE

SUNY OSWEGO - CAREER SERVICES

OSWEGO, NY

ADVANCED COMPASS NAVIGATOR INTERN

AUGUST 2019 - PRESENT

- Effectively communicate with a team of Navigators, Advanced Navigators and Professional Staff to provide an exceptional experience for all students who attend walk-in hours, programs or events
- Synthesize significant amounts of information about various aspects of Compass departments to articulate it to students and alumni in clear and meaningful manner
- Develop supportive interactions with interns, both 1:1 and within the team environment, to provide feedback about their performance

COMPASS NAVIGATOR INTERN

AUGUST 2018 - MAY 2019

- Mentored diverse undergraduate and graduate students throughout their career development to help them achieve their career goals
- Assisted students with revising and developing their resumes and cover letters to help them achieve their career goals
- Actively participated in trainings to stay up-to-date with tools and tricks of various topics such as major and career exploration, resume and cover letter development, and jobs, internship and graduate school searching

LEADERSHIP EXPERIENCE

ALPHA PHI OMEGA - EPSILON NU CHAPTER

ACTIVE MEMBER

APRIL 2017 – JANUARY 2020

- Serve as a superb example leadership, friendship and service to support the cardinal principles of the co-ed service fraternity
- Complete 30 plus hours of meaningful community service work on various topics each semester in order to benefit the chapter, campus, community, country and world

PRESIDENT

MAY 2019 – JANUARY 2020

- Provide leadership and supervision to the Chapter and its 6 other executive board officers to ensure that all Constitutional duties and obligations, nationally and locally, are fulfilled
- Serve as the primary chapter contact for all officials in order to communicate accurate information in a professional and timely manner
- Created a brotherhood bonding workshop titled "Brothers Against Retention Threats" to increase personal connects and build team unity

SERVICE COMMITTEE

JANUARY 2019 – DECEMBER 2019

- Create diverse and engaging service projects individually and in a small group to give back and have a positive impact
- Organize service projects that benefit or collaborate with other organizations in order to build relationship within our community and nation

SERGEANT AT ARMS

AUGUST 2018 - MAY 2019

- Advised Chapter Officers and other members on parliamentary procedure in and out of meetings in accordance to Robert's Rules of Order
- Acted as Chair of the Constitution and Bylaws Committee to ensure proper maintenance of chapters administrative documents

NEW MEMBER COMMITTEE

JANUARY 2019 - MAY 2019

- Assisted with the execution of an 8-week educational program that prepares New Members for success in an active membership status
- Recorded the progress of New Members throughout their joining process to help them meet requirements in a timely manner

RETENTION CHAIR

AUGUST 2018 - DECEMBER 2018

- Organized and implemented fun team building events to increase brotherhood unity and inclusively such as a team bonding Sleepover
- Maintained high brotherhood interest in order to motivate peers to attend events and have high morale regarding the brotherhood

VICE PRESIDENT OF FELLOWSHIP

DECEMBER 2017 - MAY 2018

- Appointed and oversaw 7 positions, including 3 committees, to help others develop their leadership skills and ideas to benefit the chapter
- Orchestrated a formal event with a committee of 4 brothers to celebrate the achievements of individuals and teams within the chapter
- Presented and implemented fellowship ideas and activities to strengthen the friendship cardinal principle within members of the chapter

ACADEMIC CHAIR

AUGUST 2017 - DECEMBER 2017

- Recipient of Thomas Little Best Appointment Award for position dedication and for exceeding requirements to enhance chapter academics
- Promoted academic excellence within the brotherhood by facilitating study sessions, teaching study methods and sharing campus resources

SUNY OSWEGO - LIFESTYLES CENTER

OSWEGO, NY

PEER EDUCATOR

JANUARY 2017 - MAY 2017

- Facilitated conversations both 1:1 and in small groups to disseminate information on topics such as personal health and wellness, academic success, stress management, and alcohol and other drugs
- Developed and implemented campus programs to empower students to become their best self and take responsibility of their behaviors
- Completed various educational training to prepare to open challenging conversations with the SUNY Oswego student body