

Jesse Brown

814-232-9012

jesse.jbrown12@@gmail.com

1250 Washington St,

Indiana, Pennsylvania, 15701

Education

Indiana University of Pennsylvania, 3.78 GPA

August 2016-May 2020 (exp)

- ❑ History, BA: Historical research, persuasive writing, critical analysis
 - ❑ Digital History, UGC: Digital preservation, online content distribution
 - ❑ Communications Media, Minor: Produce and distribute multi-media works
 - ❑ Audio Production, UGC: Audio recording, mixing, mastering, radio production
-

Professional Experience

New Student Orientation Leader, Indiana University of Pennsylvania

May 2019-Present

- ❑ Conduct activities of IUP's orientation program
- ❑ Administer placement testing
- ❑ Ensure overnight safety via rule enforcement and conflict mediation

Honors College Student Development, Indiana University of Pennsylvania

January 2018-2019

- ❑ Logged student and admissions data with Salesforce
- ❑ Facilitated alumni outreach via social media
- ❑ Executed recruitment events such as building tours and open houses

Residential Assistant, Indiana University of Pennsylvania

August 2017- May 2018

- ❑ Built community through event planning and individual relationship building
- ❑ Used campus resource knowledge to ensure students' academic success

Residential Hall Office Manager, Indiana University of Pennsylvania

August 2016-May 2017

- ❑ Organized staff through meetings, scheduling, and record keeping
 - ❑ Utilized Microsoft Excel to document office procedures
 - ❑ Aided student residents in issues such as room maintenance and study lounge access
-

Extracurricular and Volunteer Experience

Honors Orientation Leader, Indiana University of Pennsylvania

August 2018-August 2019

- ❑ Facilitated transition process for incoming freshman to the Cook Honors College
- ❑ Provided academic and health resources available on campus and in surrounding town
- ❑ Engaged in parent programming and move-in procedures

On-Campus Senator, Student Government Association

December 2017-November 2018

- ❑ Represented students living on campus to university administration
- ❑ Created legislation to better students' academic success