

Emine Boz

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Education

Bachelor of Arts in Communications in Media

May 2020

Indiana University of Pennsylvania, Indiana, Pennsylvania

- GPA through December 2019: 3.03/4.0, Dean's List 2 semesters

Work Experience

Intern

May 2019- Present

LGBT Center of Central PA

- Coordinates and maintains all aspects of advertisement and social media for the organization
- Has been creating a strategic plan for the organizations' social media
- Assists with event planning and youth engagement through various events and focus groups
- Assists with data input, evaluations, and scheduling, necessary to ensure the organizations' success

Head Resident Assistant

August 2019 – Present

Indiana University of Pennsylvania - Office of Housing, Residential Living, and Dining

- Supports ~100 residents on a co-gender suite-style floor
- Participates in on-call rotation one night/week, two weekends/month for approximately ~500 residents
- Learned and applied the use of StarRez, a student housing software
- Performs duties listed under Resident Assistant

Resident Assistant

August 2018 - May 2019

Indiana University of Pennsylvania - Office of Housing, Residential Living, and Dining

- Completed administrative responsibilities in utilizing Excel and Banner software
- Assisted with checking in and out of residents and other guests to and from the residence hall
- Served as a general resource for residents and guests about university related questions, policies, and concerns
- Programs academic, social, social-justice-related events for residents

Leadership Experience

National Residence Hall Honorary- President

August 2019- Present

Indiana University of Pennsylvania

- Presides over general and executive board meetings as well as create and prepare an agenda for all meetings
- Participates and facilitates in various service-based programs and activities within the campus
- Recognizes leaders around the campus and community

2019 National Residence Hall Honorary- Public Relations

August 2018- May 2019

Indiana University of Pennsylvania

- Coordinated and maintained all aspects of advertisement and social media for organization
- Served on an executive board and assisted in service events to recognize leaders around the campus
- Shall record and distribute minutes of all Executive Board and General Assembly meetings for RHA to the appropriate individuals

Residence Hall Association - President

August 2019 – Present

Indiana University of Pennsylvania

- Serves as a representative for Indiana University of Pennsylvania on a regional and national level
- Facilitates and oversees executive and general board meetings
- Corresponds with Advisor and other professional staff in regards to the organization

Residence Hall Association – Marketing Coordinator

August 2018 – May 2019

Indiana University of Pennsylvania

- Coordinated and maintained all aspects of advertisement and social media for the organization
- Served on an executive board and assisted in programming social and academic programs and events for residents living on campus
- Created fliers and media content for events the organization was hosting

University Student Conduct Board

September 2018 – Present

Indiana University of Pennsylvania

- Serves to develop, disseminate, interpret, and enforce university policies and regulations
- Supports the academic mission of the university by promoting the development of a campus community
- Developed and applied skills that enhance problem solving, communication, and decision-making abilities

RAISE (RA's Interconnecting Shared Experiences) - Founder

February 2019 – Present

Indiana University of Pennsylvania

- Created a focus group for RA's to debrief and share their experiences, tips, and tools for the job
- Created and distributed all advertisements for the group
- Worked with RA's on campus to provide resources to assist the daily lives of them and their jobs

Conferences

Central Atlantic Affiliate of College and University Residence Halls (CAACURH) Conference 2017 - 2019

- Served as a delegate for Indiana University of PA as well as attended programs on Student Affairs and Higher Education
- Presented programs on safe sex resources, and on diversity, equity, and inclusion
- Learned how to improve residential living on campus

National Association of College and University Residence Halls (NACURH) Conference 2018 - 2019

- Served as a delegate for Indiana University of PA
- Attended various programs on student development and leadership
- Presented social programming at a conference with over 2,000 attendees

Training & Skills

- Proficient in Microsoft
- Graphic Design Skills
- Advertising Skills
- Event Planning Skills
- Problem Solving Skills
- Leadership Capabilities
- Written and Verbal Communication Skills

Awards & Certificates

Person of Purpose, Indiana University of PA

February 2017

Indiana University of Pennsylvania - Punxsutawney Campus

- Awards a student who showed academic excellence, a good work ethic, and actively participated on campus

Endowed Scholar Scholarship, Indiana University of PA

April 2017

Indiana University of Pennsylvania - Punxsutawney Campus

- Awards five students a \$1,000 scholarship based on an essay provided

Resident Assistant of the Year, Indiana University of PA

April 2019

Indiana University of Pennsylvania - Office of Housing, Residential Living, and Dining

- Awards an RA who demonstrated exceptional commitment to the on-campus student population

Bronze Pin Recipient, Indiana University of PA

April 2019

Indiana University of Pennsylvania - Office of Housing, Residential Living, and Dining

- Awards individuals who have provided leadership and direction to their campus organizations