

# Matthew Beard

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<b>Objective</b>	Gain acceptance into IUP's Student Affairs in Higher Education program and be hired for a GA position	
<b>Education</b>	DeSales University <i>Bachelor of Arts in Communication</i> <ul style="list-style-type: none"><li>• Extra-curricular involvement in Ultimate Frisbee, Men's Spirituality and Service Group, Table Tennis &amp; DeSales University Broadcast Network</li></ul>	Center Valley, PA May 2020 (expected)
<b>Work Experience</b>	DeSales University Office of Residence Life <i>Senior Resident Advisor</i> <ul style="list-style-type: none"><li>• Lead a staff of six resident advisors</li><li>• Collaborate with other senior resident advisors to train resident advisors</li><li>• Act as a liaison between resident advisors and professional staff members</li><li>• Facilitate weekly staff meetings</li></ul>	Center Valley, PA Aug. 2019- Present
	DeSales University Career Development Center <i>Career Ambassador</i> <ul style="list-style-type: none"><li>• Enhance student resumes and cover letters</li><li>• Conduct Mock Interviews</li><li>• Present on topics to college students relating to career development</li><li>• Advise students to prepare them for future careers</li></ul>	Center Valley, PA Aug. 2019- Present
	DeSales University Office of Residence Life <i>Resident Advisor</i> <ul style="list-style-type: none"><li>• Created an environment in which residents felt both welcomed and safe</li><li>• Designed monthly programs that helped residents in my building create relationships</li><li>• Mediated conflicts between residents</li></ul>	Center Valley, PA Aug. 2017-May 2019
<b>Leadership Experience</b>	DeSales University <i>Admissions Ambassador</i> <ul style="list-style-type: none"><li>• Lead prospective students on tours around the DeSales University campus</li><li>• Oversee prospective students during overnight and day visits</li><li>• Assist admissions counselors at all open houses and special admission events</li></ul>	Center Valley, PA August 2018- Present
	DeSales University <i>First Year Leadership Summit Leader</i> <ul style="list-style-type: none"><li>• Presented on the importance of Patience in Leadership</li><li>• Mentored a group of 6 first year college students</li><li>• Created an activity to teach students how to use patience as leaders</li></ul>	Stone Harbor, NJ January 2020
<b>Achievements &amp; Awards</b>	<i>Desales University Achievements</i> Rho Alpha Sigma Inductee 5-time Dean's List honors recipient Nominated for The National Society of Leadership and Success 3-time RA of the Month Honors	February 2018 September 2017
<b>Internships</b>	Kutztown University <i>Student Engagement Intern</i> <ul style="list-style-type: none"><li>• Promoted the Office of Student Engagement during transfer student open houses</li><li>• Edited upcoming campus event flyers</li><li>• Organized and maintained the campus food pantry</li><li>• Shadowed over 15 departments on campus</li><li>• Assisted with the execution of new student orientation</li></ul>	Allentown, PA June 2019-Aug. 2019