



KWAME ODELL

Resident Assistant

CONTACT INFORMATION



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New Brunswick, NJ 12345

EDUCATION

B.A. in Psychology, Raritan Valley University, Expected May 2025

Certificate in Peer Leadership, Residence Life Office, 2023

KEY SKILLS

- Staff supervision and duty scheduling
- New resident assistant training and onboarding
- Crisis response and mandatory reporting
- Program budgeting and reconciliation
- StarRez and Maxient
- Mental Health First Aid (2023)
- Roommate mediation and conflict resolution
- Title IX responsible employee
- Summer conference operations
- Canva, Google Workspace, Microsoft Office

ABOUT ME

Third-year Senior Resident Assistant overseeing a five-person staff in a 220-bed upperclassman apartment complex. Strong on incident response, new-staff training, and translating hall data into programming decisions the leadership team can act on.

PROFESSIONAL EXPERIENCE

SENIOR RESIDENT ASSISTANT | CEDAR GROVE APARTMENTS, RARITAN VALLEY UNIVERSITY, NEW BRUNSWICK, NJ
AUG 2023 - PRESENT

- Lead a staff of five RAs covering 220 apartment-style beds; run weekly staff meetings and assign duty rotations.
- Coordinated 31 building-wide and floor programs across the 2023-24 year with a combined attendance of 486 residents.
- First on scene for 22 incidents including three that required Resident Director and campus safety response; wrote after-action notes that fed into two updated response protocols.
- Trained the incoming resident assistant cohort of nine on documentation, roommate mediation, and mandatory reporting during August training week.
- Manage a \$2,400 annual programming budget across the staff; reconciled receipts monthly with the Residence Life business office.

RESIDENT ASSISTANT | CEDAR GROVE APARTMENTS, RARITAN VALLEY UNIVERSITY, NEW BRUNSWICK, NJ
AUG 2022 - MAY 2023

- Covered a 40-resident floor of juniors and seniors; ran move-in for 40 rooms across two days.
- Held nine floor programs including a graduate-school prep panel that drew 34 attendees from outside the building.
- Mediated four roommate disputes; three resolved through updated agreements without room reassignment.
- Referred residents to campus counseling, the Title IX office, and the food pantry as appropriate; followed up within a week.

SUMMER CONFERENCE ASSISTANT | RESIDENCE LIFE, RARITAN VALLEY UNIVERSITY, NEW BRUNSWICK, NJ
JUN 2023 - AUG 2023

- Checked in 640 conference guests across 11 summer groups; issued keys and handled after-hours lockouts.
- Turned over 78 rooms between conferences on a same-day timeline with a two-person team.
- Logged maintenance issues in StarRez and closed loops with facilities before next check-in.