

BRETT BENIGNO

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EDUCATION

University of Tennessee, Knoxville (UTK)

May 2023

Master of Science in College Student Personnel

Cumulative GPA: 3.95/4.00

University of Southern Mississippi (USM)

May 2021

Bachelor of Science in Business Administration, Marketing Minor

Graduated with honors, Cumulative GPA: 3.74/4.00

RELEVANT EXPERIENCE

Graduate Teaching Assistant, Center for Career Development and Academic Exploration (CCDAE)

Division of Student Success – University of Tennessee, Knoxville

July 2021-Present

- Conduct appointments by providing resume reviews, job applications, career exploration, and practice interview appointments for students pursuing degrees in health, engineering, agriculture, and science fields
- Develop and facilitate an average of 10 presentations a semester on Career Readiness and STEM specific industries for classes, organizations, faculty and staff, and other partners of up to 30-150 individuals
- Assist in the teaching of COUN 404, a career readiness class that creates foundations for scholars to reach their career goals in Arts and Science fields by regularly teaching class and grading all assignments
- Participate in the Niche Job Fair, Employer Summit, and Graduate Student Outreach committees by helping to plan and staff committee events and programs through creating job fair maps and developing a reverse job fair
- Contribute to the Smokey's Closet Initiative as a member of the advisory board, working with the Student Government Association to provide free business attire to all students through coordinating appointments and planning pop up shops in various locations on campus
- Create a bi-weekly newsletter through Handshake to inform over 7000 STEM students about CCDAE programming, job fairs, job and internship openings, scholarship opportunities, and mental health resources

Supply Chain Management (SCM) Career Programming Intern, Global Supply Chain Institute

Haslam College of Business – University of Tennessee, Knoxville

August 2022-Present

- Hold advising sessions with supply chain honors students to critique resumes and develop biographies for the annual SCM Honors resume book
- Facilitate communication with supply chain honors students regarding upcoming events and to-dos
- Gained employer relations experience by facilitating Walk-In-Wednesdays, a weekly event where supply chain students can receive career advice with different staff members and guest employers such as PepsiCo and Dell
- Co-facilitate speed networking sessions for graduate and undergraduate students at the Supply Chain Forum, where students had the opportunity to network and connect with over 70 employers in all areas of Supply Chain
- Develop initial schedules and itineraries for new initiatives such as the Diversity in Supply Chain Summer Camp
- Staffing and contributing to Supply Chain Events such as the Supply Chain Forum, Early Access Networking Night, and Executive in Residence

Orientation Academic Advisor, Arts & Sciences Advising Services

College of Arts & Sciences – University of Tennessee, Knoxville

May 2022-July 2022

- Led academic advising sessions for first-year students during virtual summer orientation
- Introduced groups of 30 students to UTK's General Education (VolCore) curriculum, academic resources, and their academic opportunities and responsibilities through PowerPoint presentations on Zoom
- Assisted five incoming students a session in registering for appropriate courses while navigating major and hour requirements and any dual-enrollment credits they previously acquired
- Eased student concerns by connecting them to resources and answering questions about course work, campus life, graduation requirements, and the volunteer experience

ADDITIONAL EXPERIENCE

Vice President of Finance and Membership

College Student Personnel Association (CSPA, UTK Student Organization) *December 2021-February 2023*

- Collecting membership dues, developing budgets, and recording purchases made by CSPA
- Developing financial wellness programs and materials to assist young graduate students within our University of Tennessee, Knoxville community
- Organizing and facilitating fundraising events such as profit shares with local businesses
- Assisting with event planning and logistics as a member of the Recruitment and Vols in Student Affairs committees

IFC Diversity, Equity, and Inclusion Research Intern, Office of Sorority and Fraternity Life

Division of Student Life – University of Tennessee, Knoxville *January 2022-May 2022*

- Interviewed 15 Fraternity Staff Members across the country to gain insight about their IFC communities and initiatives they were taking to promote diversity and inclusion
- Supervised UTK's IFC VP of DEI, held weekly meetings and worked together to implement new diversity programming and a DEI Task Force
- Developed a DEI Foundations program for first year fraternity and sorority students, covering topics such as working definitions, intent vs impact, bias and allyship, and where to find further educational resources

Staff Intern, Office of Orientation and Transition Programs

Division of Student Affairs – University of Southern Mississippi *May 2021-August 2021*

- Communicated orientation updates to stakeholders throughout the orientation season as rules and regulations continued to shift due to COVID-19
- Escorted guests to all orientation events and ensured their questions and needs were being met
- Provided accommodations for guests by transporting them via golf cart and escorting them to accessible seating

Office Assistant

July 2019-May 2021

- Responded to phone calls from incoming students and families regarding questions about office services and processes
- Greeted guests as the primary office representative and directed them to campus resources
- Assisted in collecting and analyzing post-orientation data from exit surveys completed by attendees

RELEVANT UNDERGRADUATE EXPERIENCE

- **Office of Orientation and Transition Programs (USM)** *January 2019-May 2021*
Southern Style Orientation Leader and University Ambassador
- **Sigma Nu Fraternity (Theta Gamma Chapter – USM)** *September 2017-May 2021*
Chapter President (2019-2020)

PRESENTATIONS AND CERTIFICATIONS

- University of Tennessee Knoxville Safe Zone Certificate Levels I-III *January 2022*
- University of Tennessee Knoxville Bystander Intervention & Title-IX Training *October 2021*
- University of South Florida Diversity & Inclusion Certificate *May 2021*
- Florida Atlantic University Hospitality Certificate *April 2020*
- Presenter, Southern Style Orientation Leader Diversity & Inclusion Training *February 2020*
- Presenter, Pathways Scholars Program: Value of a College Internship *August 2018*

ACHIEVEMENTS, AWARDS, AND HONORS

- The University of Southern Mississippi – *Hall of Fame Inductee* *May 2021*
- Sigma Nu Fraternity – *Alpha Affiliate (Top Ten Undergraduates Nationally)* *May 2021*
- The University of Southern Mississippi – *Outstanding Student in Business Administration* *April 2021*
- Office of Fraternity and Sorority Life (USM) – *Fraternity Man of the Year* *May 2020*
- Sigma Nu Theta Gamma Chapter – *Brother of the Year* *April 2020*