

# Lexie Dunham

Positivity · Woo · Communication · Arranger · Developer

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## EDUCATION

### Master of Science, College Student Personnel

*The University of Tennessee, Knoxville · Knoxville, TN*

Spring 2024

### Bachelor of Science, Leadership and Human Resource Development

*Louisiana State University · Baton Rouge, LA*

Spring 2022

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## PROFESSIONAL EXPERIENCE

### Assistant Hall Director · The University of Tennessee, Knoxville · University Housing

July 2022 - Present

#### *Magnolia and Dogwood Halls*

- Assist in managing daily operations of two residence halls housing approximately a total of 860 residents
- Co-supervise a team of 20 Resident Assistants and directly supervise a team of 22-25 Office Assistants
- Manage front desk operations, including keys, post and general order pertaining to the front desk
- Approve Office Assistant payroll through Kronos
- Advise Magnolia and Dogwood Residence Association (MDRA), a group of 20 student leaders who plan social events for residents utilizing a budget of \$7,600
- Utilize crisis management skills in an on call rotation in an area with seven buildings
- Hear conduct cases related to housing policy violations

#### *Additional Department Involvement*

- Graduate Assistant Recruitment and Training Committee
  - plan professional development opportunities and training for Graduate Assistants
  - conduct phone interviews for GA candidates
  - develop and implement plans for Graduate Assistant Interview day

#### *South Carrick Hall*

July 2022 - May 2023

- Assisted in managing daily operations of an all female residence hall housing approximately 550 residents
- Co-supervised a team of 11 Resident Assistants and directly supervise a team of 10-12 Office Assistants
- Advised South Carrick Hall Council, a group of 12 student leaders who planned social events for residents utilizing a budget of \$5,000

#### *Additional Department Involvement*

- Staff Recognition Committee August 2022 - May 2023
    - organized departmental appreciation days for all University Housing Staff
    - planned and implemented the Resident Assistant end of the year banquet
  - Education Leadership and Policy Studies 350 Co-Instructor January 2023 - March 2023
    - co-taught ELPS 350 for Resident Assistant candidates
    - completed evaluations and provided feedback to candidates related to their performance in class
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## ADDITIONAL EXPERIENCE

### College Student Personnel Association Vice President of Community Development

January 2023 - Present

- Create intentional events for the cohorts to connect with one another
- Chair the community development committee, comprised of 9 CSP students
- Lead CSPal mentoring program by coordinating speed friending and CSPal matching
- Plan and implement the post-hooding reception for CSP graduates

- Assisted in the operations of Quest, which is new student orientation at Radford University
- Co-supervised 19 Quest Assistants (QAs) and 3 Student Directors
- Created and presented a conflict management workshop for QAs during QA training
- Designed a Day in the Life guide for 19 QAs to utilize during Quest to assist in their navigation through the day

**Fresh Check Day Coordinator****December 2022 - March 2023***Fresh Check Day is an event hosted on college campuses to promote mental health awareness and suicide prevention*

- Coordinated logistics for Fresh Check Day at the University of Tennessee, Knoxville
- Communicated with Fresh Check Day liaison regarding status updates and support
- Recruited and trained volunteers to assist in running the booths for the event
- Facilitated committee meetings with the implementation team
- Worked with campus partners to successfully execute the event

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## UNDERGRADUATE EXPERIENCE

**Resident Assistant · Residential Life · Louisiana State University****August 2020 - May 2022**

- Aided in opening and creating a community in a new residence hall in 2021
- Lived on a floor with female residents and program per their needs and interests tailored to networking, career exploration, and individual needs
- Learned residents' personal and academic needs and provide resources to assist in meeting those needs
- Adhered to all on-call procedures by utilizing crisis management skills
- Strived to create a safe environment on my floor where residents had opportunities to grow academically and socially

**Student Success Intern · Residential Life · Louisiana State University****January 2022 - May 2022**

- Work in the leadership suite with the Assistant Directors of the department
- Develop ideas for an incentive program for students to complete the skyfactor survey for the department
- Review Sky Factor data from 2021-2022
- Support the department in graduate and professional staff interviews
- Aid in the planning and implementation of the RA Banquet

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## SKILLS AND CERTIFICATIONS

- Question, Persuade, and Refer (QPR) Trained
- Safe Zone at UT Certified
- Memberships: Southeastern Association of Housing Officers (SEAO)
- Softwares: Kronos, eRezLife, Roompack, StarRez, Maxient, CS Gold, and SC Logic

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## RECOGNITION

- LSU Residential Life Hall of Fame Inductee 2022
- Leadership LSU Fall 2021 Cohort
- Blake, Acadian, and McVoy (BAM) Staff MVP of the Year 2020-2021
- Dance Marathon Director of the Year 2020-2021