

# Ronald M. Dupree

1300 Elmwood Ave, Buffalo, New York 14222

Dupreerm94@gmail.com

(716) 465-6445

## Education:

State University of New York College at Buffalo

**Master of Science in Higher Education and Student Affairs Administration**, Expected May 2018

**Bachelor of Science in Criminal Justice**, May 2016

GPA: 3.9/4.0

## Higher Education and Student Affairs Experience:

**Hall Director**, *Daemen College*

August 2017-Present

- Assist with the facilitation of all major Residence Life processes including but not limited to: 2 week RA Training in August, on-going training in-service 2 day RA training in January, Health & Safety Inspections, opening and closing of buildings for academic breaks, RA recruitment process, and RA evaluation process.
- Participate in an on- call rotation responding to situations as needed.
- Assist in day-to- day operations of the Housing and Residence Life Office.
- Adjudicate level 1 conduct cases including hearing, assigning sanctions and follow-up.
- Advise and support a Resident Assistant sub-committee.

**ACUCHO-I Conference Services Supervisor**, *University of Miami*

May 2017-August 2017

- Serve as the coordinator for Summer Programs, which includes summer housing, summer intern housing, and conference housing.
- Responsible for overseeing and managing approximately 15-20 groups stay from pre-check-in to post check-out.
- Work daily with student staff, supervising a group of 5-8 student staff employees responsible for guest/group satisfaction. Includes leading weekly staff meetings, one on ones, and leading various summer projects.
- Participate in on-call rotation for conference and summer housing operations.
- Developed and presented a capstone presentation to departmental and divisional colleagues relating to Staff Recognition, Staff Development and Staff Accountability.

**Student Conduct Manager**, *State University of New York College at Buffalo*

August 2016-Present

- Ensure staff members are appropriately confronting and documenting behavioral issues and concerns.
- Review all incident and police reports and communicate with Dean of Students' Office when necessary.
- Adjudicate student conduct cases, track sanction completion, and refer cases.
- Provide programs and other proactive educational interventions to minimize behavioral issues by enforcing department and university policies to staff and students.

**Residence Director**, *State University of New York College at Buffalo*

August 2016-December 2016

- Support the programming and policy-making efforts to create a positive living environment.
- Facilitate the development of students while implementing Community Development.
- Provide leadership during crises in the residence hall and in the greater campus community by assisting agencies.
- Participate in a rotating weekly on-call system providing emergency assistance to staff and residents.

**Student Advocate Intern**, *State University of New York at Buffalo*

January 2017-May 2017

- Assist students with addressing academic and non-academic, university-related questions, concerns, or grievances.
- Provide information, answer questions, clarify Student Code of Conduct and refer students to the proper sources.

**Resident Hall Judicial Board Chief Justice**, *State University of New York College at Buffalo*

May 2013-May 2016

- Adjudicated residence hall cases.
- Promoted a safe and secure environment conducive to academic success within the residence halls.
- Provided students with a sanction that reflects the educational guidelines.

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## **Senior Resident Assistant, State University of New York College at Buffalo**

May 2013- May 2016

- Assisted in staff training and development of one hundred Resident Assistants every six months.
- Enforced policies and procedures for residents on campus and ensure safety.
- Mentored residents and mediated roommate conflicts throughout the residence hall.
- Created and facilitated programs that promoted academic, personal, and social development for residents.

## **Department of Finance and Management Experience:**

### **Parking Services Student Assistant, State University of New York College at Buffalo**

April 2013-May 2015

- Worked closely with the University Police Officers
- Provided information to the college community and its visitors regarding parking on campus.
- Processed parking summonses, collections, academic holds to student accounts and parking appeals.

### **Citizen Police Academy, State University New York at Buffalo**

February 2015-April 2015

- Learned fire and first aid, New York State penal law, traffic and accident investigations, criminal and crime scene investigation and family offenses and domestic violence.
- Conducted building clearing exercises.
- Successfully completed an obstacle course using a police cruiser.
- Achieved Certificate on April 15, 2015.

## **Other Work Experience:**

### **General Manager, Cold Stone Creamery**

January 2011-September 2015

- Provided Customer Service
- Prepared (making ice cream, waffles and decorating cakes), maintained and ordered products and supplies
- Hired, trained, and scheduled employees
- Handled customer complaints and store emergencies
- Managed food cost, labor cost, supplies expense & cash control

## **Co-curricular Activities:**

### **Football Player, State University of New York College at Buffalo**

August 2012-December 2015

- 2014 ECAC Southwest Champion
- 2012 Junior Varsity Captain

### **Student Affairs Division, State University of New York College at Buffalo**

- NIA Mentor (September 2013- May 2015)
- Student Athletic Advisory Committee (SAAC) (September 2012- May 2016)

## **Skills & Training:**

- Computer: Mac OS, Microsoft: Word, PowerPoint, Publisher, Excel, Outlook, & Entourage, iMovie, Pave, Safari and Internet Explorer
- Iris Conference Software, Star Rez, Onity, Charms Software, Auto Park Software, Maxient, Pave System, Banner, When I Work, Org Sync, Angel and Degree Navigator.
- Safe Space Certified (August 2016)

## **Professional Development:**

**Association of Student Conduct Administration (ASCA) – Member**

**Association of College and University Housing Officers – International (ACUHO-I) – Member**

**7 Habits of Highly Effective People by Stephen Covey- Personality Assessment**

### **President Conway-Turner's Campus Safety Forum at Buffalo State College**

December 2016-May 2017

- Review current campus policies and procedures for compliance and make recommendations for improvements if and where appropriate.