

Sara Badger

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1025 W. Johnson, Madison, WI 53706

EDUCATION

Master of Science in Educational Leadership & Policy Analysis 5/20xx
Emphasis in Higher, Postsecondary, and Continuing Education
University of Wisconsin-Madison

Bachelor of Arts in Psychology 5/20xx
University of Wisconsin-Madison

STUDENT AFFAIRS EXPERIENCE

Residence Life Coordinator 9/20xx-Present
Division of University Housing, University of Wisconsin-Madison

- Supervised 15 undergraduate House Fellows and led weekly meetings on programming updates and challenges faced by staff
- Oversaw disciplinary meetings for student residents and sought to reduce recidivism
- Coordinated a hall-wide month long program on social justice and promoted local opportunities to reduce inequality
- Increased attendance by 30% through targeted promotion of events on social media

Admissions Intern 1/20xx-6/20xx
Office of Admissions and Recruitment, University of Wisconsin-Madison

- Wrote training materials on office procedures for new undergraduate student workers
- Presented admissions requirements and gave campus tours to groups of 20+ prospective students and family members
- Staffed information tables and led small groups at resources fair to orient 200 transfer students

Career Services Intern 9/20xx-12/20xx
School of Education Career Center, University of Wisconsin-Madison

- Critiqued 15 undergraduate student resumes and provided tailored feedback based on their discipline and purpose
- Researched and created online career resources for specific student diversity populations, including LGBTQ, Veterans, Women, and Individuals with Disabilities
- Created student manual on writing professional portfolio based on reflective practice

ORGANIZATIONAL INVOLVEMENT

NASPA, Student Affairs Administrators in Higher Education 20xx-Present
NASPA Region IV-E Annual Conference 20xx