

Jenny Kendugan

Maslak – Istanbul, Turkey

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SUMMARY

Compliance Specialist. Liberal arts graduate with a passion for diversity and academic operations. Experienced with operations of academic office settings and seeking to join a nonprofit with a direct focus on education.

EDUCATION

Salazar College Newland, OH | Master of Arts in Higher Education Administration Graduated May 2012

Rook College Oredale, MI | Bachelor of Science in Business Management Graduated May 2009

EXPERIENCE

University of Hullwood

Tacoma, WA

Conduct Specialist - Housing & Food Services

October 2014 - Present

- Provides training, support, and performance management for 23 staff engaging in 3000+ investigations annually
- Resolves 450+ individual student misconduct investigations annually
- Develops and presents onboarding and continuing training materials and workshops
- Analyzes survey data to assess program effectiveness, performance of officers, and customer satisfaction
- Coordinates training schedules for students including 75+ educational workshops serving 300+ students annually
- Advises student conduct board, develop annual training and mock hearing for student board members

Rook College

Oredale, MI

Area Director – Office of Residence Life

August 2012 - October 2014

- Served as an administrative hearing officer focused on personalized educational sanctions
- Created a residential environment that fosters social and intellectual growth for a diverse co-ed community of 500 upper class students residing in 4 and 6-person suites and tradition-style double and single occupancy rooms
- Managed operations of 4 residential halls including maintenance concerns, safety and residences' issues
- Executed room transition between spring, summer, and fall students for over 200 residents
- Directly supervised, selected and trained one academic year and one summer term graduate assistant

Stockson University

Middleburg, MA

Graduate Assistant – Education Center

September 2010 - August 2012

- Supervised 6 student interns as they develop academic, educational and social programs and events for the Center
- Organized and led a weekend long training for 17 peer educators

ADDITIONAL SKILLS

Software Proficiency

- Advanced user of Microsoft Office programs (Word, Excel, PowerPoint) and Apple programs (iMovie, Keynote)
- Advanced user in Facebook, Twitter, Omniture, DoubleClick, MediaPlex
- Previously used skills include MySQL, Bash, Minitab, SPSS, SPSS Clementine

Special Skills

- Project management, public relations, strategic communications
- Writing, editing, marketing, brand management
- Conflict resolution, mentoring, team-building coaching