

# Augusta Schmidt

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## EDUCATION

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The University of Toledo  
Toledo, Ohio

### Master of Education

*Higher Education/Higher Education Administration*

Anticipated Graduation May 2019

Eastern Michigan University  
Ypsilanti, Michigan

### Bachelor of Science

*Apparel, Textiles and Merchandising*

April 2015

## PROFESSIONAL EXPERIENCE

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*The University of Toledo*

Toledo, Ohio

### Graduate Assistant Hall Director, Presidents Hall, Office of Residence Life

July 2017 – Present

- Select, train, supervise and evaluate 7 Resident Advisors
- Advise executive board and general members of hall council
- Support check in and check out processes for residence halls
- Serve as university conduct officer during formal and informal hearings
- Maintain, approve and process residence hall budget and hall council budget
- Assist with management of suite-style residence hall of approximately 500 students
- Actively serve on paraprofessional staff training committee for the Office of Residence Life
- Participate in professional staff on-call duty rotation and respond to crisis situations for campus residence population of approximately 3,000 students
- Assist in Hazing Allegation Investigations alongside the Office of Student Conduct and Community Standards

*Enterprise Rent-A-Car*

Toledo, Ohio

### Management Trainee

September 2015 – July 2017

- Collected customer information and ensure it stays confidential
- Resolved any conflicts or customer concerns
- Performed vehicle inspections
- Created reservations both in person and over the phone
- Managed company assets including: vehicles, cash and money orders
- Implemented and upheld company policies and procedures
- Marketed to local businesses to assess service quality
- Managed and collected overdue funds

## GRADUATE INVOLVEMENT

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### Student Staff Training Committee

August 2017 – Present

- Attend all committee and subcommittee meetings
- Create and implement new standard for customer service across the university for Spring 2018
- Research best practices for training across campus

### Resident Advisor Training Committee

August 2017 – Present

- Attend all committee meetings
- Survey Resident Advisors and gain feedback about Fall 2017 training
- Develop online training presentations modules and quizzes
- Create and implement learning outcomes for all training sessions
- Select training sessions and assign appropriate presenters
- Contact other departments about presenting to Resident Advisors
- Decide training theme and apply theme to trainings in an appropriate manner

<b>Higher Education Student Association, General Member</b>	August 2017 – Present
<b>Ohio College Personnel Association, General Member</b>	October 2017 – Present
<b>Student Organization Gala Committee</b>	August 2017 – Present
<b>ACPA Ambassador</b>	January 2018 – Present

## **UNDERGRADUATE INVOLVEMENT**

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<i>Housing and Residence Life</i>	August 2012 – April 2015
<b>Resident Advisor</b>	
<ul style="list-style-type: none"> <li>• Completed assigned duty rounds</li> <li>• Identified and reported any conduct issues in a detailed account via incident reports</li> <li>• Mediated and resolved roommate conflicts</li> <li>• Completed bulletin boards and program proposals in a timely manner</li> <li>• Presented training materials as a returning staff member</li> <li>• Created and facilitated programs for residents to build community</li> <li>• Collaborated with fellow resident advisors on a variety of projects</li> <li>• Aided in staff recruitment and selection</li> </ul>	
<i>Sigma Kappa Sorority</i>	January 2012 – April 2015
<b>Open Recruitment Chair</b>	January 2014 – December 2014
<ul style="list-style-type: none"> <li>• Organized open recruitment dates</li> <li>• Marketed Sigma Kappa sorority in order to attract potential new members</li> <li>• Collected potential new member information and compile it for future use</li> <li>• Contacted potential new members with important dates and times for recruitment</li> </ul>	
<b>Relay for Life Chair</b>	January 2014 – December 2014
<ul style="list-style-type: none"> <li>• Facilitated registration of our team and our sorority members</li> <li>• Managed day of shift scheduled of sorority members</li> <li>• Organized fundraising efforts of approximately \$3000</li> <li>• Attended biweekly Relay for Life meetings</li> </ul>	
<b>Greek Standards of Excellence Chair</b>	January 2013 – December 2013
<ul style="list-style-type: none"> <li>• Coordinated mock interviews</li> <li>• Compiled information on sorority involvement</li> <li>• Arranged interviews for Standards of Excellence assessment</li> </ul>	

## **VOLUNTEER ACTIVITIES**

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<i>Destination Imagination, Ohio</i>	February 2012 – Present
<b>Appraiser</b>	
<i>Swanton Elementary School, Ohio</i>	August 2010 – Present
<b>Teacher's Aid</b>	
<i>Walk to End Alzheimer's, Michigan</i>	September 2012, September 2013, October 2014
<b>Walk Volunteer</b>	
<i>Bowling Green Skating Club</i>	January 2011 – Present
<b>Skating Volunteer</b>	

## **UNDERGRADUATE AWARDS**

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Dean's List	
<ul style="list-style-type: none"> <li>• Academic years 2011-2015</li> </ul>	
Emerging Leaders Series Certificate	
<ul style="list-style-type: none"> <li>• Fall 2011</li> </ul>	