

Vanessa Bak

| vanessa.bak@gmail.com | (516)-376-5649 |

EDUCATION

Ohio University	Athens, OH
Master of Education, College Student Personnel	May 2020
University of Connecticut	Storrs, CT
Bachelor of Arts, Speech, Language, and Hearing Sciences	May 2017

WORK EXPERIENCE

Ohio University Dean of Students Office	Athens, OH
<i>Graduate Assistant, Margaret Boyd Scholars Program</i>	August 2018-Present

- Increased the number of applicants by 21% through new recruitment methods
- Coordinated presentations for current Boyd Scholars in conjunction with other offices on campus
- Hosted events for the Scholars on a weekly basis and developed a calendar for them to track events for the month

Xavier University School of Medicine	Woodbury, NY
<i>Marketing and Enrollment Coordinator</i>	October 2017-July 2018

- Contacted 30 prospective students per day via phone and email to answer their questions about our program and application process
- Created diagrams for our graduation ceremony to help students and works understand where they needed to be at each point in the event
- Edited website content for accuracy and clarity

University of Connecticut American Sign Language Department	Storrs, CT
<i>American Sign Language Teaching Assistant</i>	August 2016-May 2017

LEADERSHIP AND VOLUNTEER EXPERIENCE

Alpha Epsilon Phi Sorority	Storrs, CT
<i>Operations Assist</i>	December 2015-December 2016

- Led bi-weekly Constitution Committee meetings to update our constitution and by-laws
- Presented changes to the constitution and by-laws during chapter meetings
- Calculated semesterly points for sisters' involvement both in and out of the organization

American Sign Language Club Alternative Spring Break	Washington D.C.
<i>Director</i>	April 2016-April 2017

- Communicated with organizations in Washington D.C. to set up tours and volunteer opportunities
- Managed a budget of approximately \$7,000
- Planned fundraisers with local restaurants to help offset trip costs for participants