

Chevelle Sleaford

5604 Tujunga Avenue, North Hollywood, CA 91606
Phone: 406-839-4620, E-Mail: cns2315@rit.edu

Objective

Seeking a flexible part-time position that utilizes my strengths in Customer Service and Interpersonal skills.

Experience

Service Desk Attendant

July 2016 – May 2017

Provide customer service and administrative support to staff and hundreds of students at the Center for Residence Life service desk. This is the first point of contact between students and administration. Manage multiple phone lines, schedule appointments, secure and distribute technology equipment and paychecks. Maintain confidentiality and privacy of sensitive documentation and information. The position requires strong problem solving skills, ability to work in diverse community and to work closely with Housing Operations and Public Safety.

Resident Advisor

August 2013 – May 2016

While a fulltime student at RIT, I worked for 3 years as an RA. This leadership position is responsible to ensure the safety of 50 residents while creating a safe environment where healthy relationships can thrive. Implemented large-scale event planning while enforcing RIT health and safety policy and procedures. The position utilized critical thinking, quick problem solving and good judgment in regards to conflict resolution, conduct hearings, and report writing. Worked closely with my supervisor, team members, campus partners and Public Safety.

Visitation Specialist

May 2013 – August 2013

Interned at Family Support Network in Billings, MT. Created a secure and supervised environment for parents and children to visit each other. Taught parenting classes and provided multiple resources to help parents and families. Required the utmost confidentiality. Evaluations, visitation notes, and opinions about the family were used in Social Services' Evaluation meetings and Court, if necessary.

Education

B.F.A. -Film and Animation

August 2012 – May 2017

Learned the importance of teamwork, networking and pre-planning. Specialized in Directing, in charge of creating concepts and executing them with the help of others. Taught me how to be innovative and resourceful, while still appreciating the significance of proper planning. Graduate in May 2017.

B.S. -Psychology

August 2012 – May 2017

Mastered critical thinking skills and deriving the important parts of scientific literature. Learned how to set up ethical, valid, and reliable studies. Specialized in Cognitive, Clinical, and Visual Psychology. Graduate in May 2017.

Skills

Fantastic Interpersonal skills. Proficient in most Apple and Microsoft based operation systems and office programs. Honest, reliable, and performs well under pressure. Loves being of assistance to others, while still being able to lead and take initiative. Mastered at knitting, sewing, quilting on my own. Won gold metals in national sewing competitions.

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PROFESSIONAL REFERENCES:

Moira Tice
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Relationship: Supervisor at Service Desk 2016-2017

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Relationship: Supervisor at Center for Residence Life 2015-2016.