

KYLE HAMLIN

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EXPERIENCE

CENTER FOR STUDENT ORGANIZATIONS AND ACTIVITIES INTERN, SAN DIEGO STATE UNIVERSITY

08/2021 – PRESENT

- Facilitate student growth through co-curricular experiences using Aztec Nights programming, One SDSU programming, and tracking using presence.io
- Engage with contracting, budgeting, transportation, and execution of campus programs and events for students and the surrounding community
- Working with budgets up to \$30,000 per event, managing multiple vendors, volunteers, and venue locations
- Compile, manage, and implement new tracking methodologies for students in co-curricular environments, providing easier opportunities for students to track and obtain knowledge, skills, and certificates for their professional growth

FIRST YEAR EXPERIENCE SEMINAR TEACHING ASSOCIATE, SAN DIEGO STATE UNIVERSITY

08/2021 – PRESENT

08/2020 – 12/2020

- Facilitate classroom discussions with students, teaching a curriculum built for first-year college students
- Provide on- and off-campus resources to students in need such as Counseling and Psychological Services, Economic Crisis Response Team, Coordinated Care and Academic Advisors, and self-compassion toolkits
- Engage in weekly training meetings to share feedback about class sessions for program adjustment for future years
- Serve as a peer advisor for other ISAs and students regarding areas of personal and academic concerns
- Assist supervisor with payroll duties

ASSISTANT RESIDENCE HALL COORDINATOR, SAN DIEGO STATE UNIVERSITY

01/2021 – PRESENT

- Manage and coordinate front desk operations, training, and staffing
- Assist in emergency and crisis management situations as needed
- Facilitate regular trainings with residence hall staff
- Participate in Residential Education student leader and desk assistant selection and recruitment processes
- Adjudicate violations of the community standard policies as outlined in the Housing License Agreement
- Serve as a peer mentor for students and staff regarding areas of personal and academic concern

RESIDENTIAL COORDINATOR, WESTERN WASHINGTON UNIVERSITY

02/2020 – 06/2020

- Planned and worked with students and staff to coordinate efforts and dialogue promoting inclusive communities and ensuring the creation of a safe, welcoming environment
- Maintained knowledge and educated self in areas of power, privilege, and oppression to provide equitable service to students
- Served as a visible and accessible resource in the residence hall community for student interaction
- Provided crisis management, conflict management and mediation assistance for students
- Coached, trained, and mentored student leader staff in the implementation of educational strategies to meet the learning goals
- Managed hall council and staff programming budgets of approximately \$5,000-\$10,000
- Communicated, educated, and followed up with residents on Residential Community Standards and responsible decision making through the student conduct process

EVENT COORDINATOR, ENTERTAINMENT WAREHOUSE

05/2016 – 04/2019

- Coordinated and managed events of up to 5,000 people working with various clients such as corporate, non-profit, and education
- Professional event experience working in many different venue settings such as bars, wineries, exposition halls, football fields, and more
- Setup and broke down event equipment including Audio-Visual, Casino, and various entertainment accessories

- Maintained upkeep of event, office, and marketing equipment
- Provided timely customer service to past, present, and future customers and clients through phone, email, and in-person communication methods
- Created and distributed graphics made using Adobe Suite, Microsoft Suite, and Canva
- Built and maintained a public-facing website with product and service offerings with up-to-date photos and graphics
- Organized and prioritized client paperwork, including invoices and payments, through digital files and Quickbooks

COMMUNITY ADVISOR, EASTERN WASHINGTON UNIVERSITY

09/2014 – 06/2016

- Organized and implement campus events to foster community and facilitate communication between members of the residential communities
- Supervised communities of transfer/non-traditional and first-year students
- Responsible for emergency on-call duty rotation

EDUCATION

MASTER OF ARTS; POSTSECONDARY EDUCATIONAL LEADERSHIP, SAN DIEGO STATE UNIVERSITY

MAY 2022

BACHELOR OF SCIENCE; BIOLOGY, EASTERN WASHINGTON UNIVERSITY

JUNE 2016

SKILLS

- Knowledge of Event tracking software presence.io
- Print, Digital, and Social Marketing
- Supervise up to 15 student staff members
- Advise student groups and individuals
- Fosters communities that support Justice, Equity, Diversity, and Inclusion
- Responds quickly and effectively to communication
- Creates and fosters healthy boundaries

ACCOMPLISHMENTS

- Working with budgets up to \$30,000 per event
- Facilitate classroom discussions with students
- Assist in emergency and crisis management situations
- Participate in the selection and recruitment process
- Manage hall council and staff programming budgets of approximately \$5,000-\$10,000
- Coordinated and managed events of up to 5,000 people
- Created and distributed graphics made using Adobe Suite, Microsoft Suite, and Canva