

KYLE HAMLIN

San Diego, CA 92115 · 425-879-0969

kylerrhamlin@icloud.com · www.linkedin.com/in/krhamlin · www.krhamlin.com

EDUCATION

MASTER OF ARTS; POSTSECONDARY EDUCATIONAL LEADERSHIP, SAN DIEGO STATE UNIVERSITY
MAY 2022

BACHELOR OF SCIENCE; BIOLOGY, EASTERN WASHINGTON UNIVERSITY
JUNE 2016

ASSOCIATES OF ARTS AND SCIENCES; BIOLOGY, EVERETT COMMUNITY COLLEGE
JUNE 2013

EXPERIENCE

ASSISTANT RESIDENCE HALL COORDINATOR, SAN DIEGO STATE UNIVERSITY

01/2021 – PRESENT

- Manage and coordinate front desk operations, training, and staffing of 8 Resident Advisors and 40 Desk Assistants
- Assist in emergency and crisis management situations as needed providing duty response and mental health follow ups
- Facilitate regular Justice, Diversity, Equity, and Inclusion trainings with student leaders and professional 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 and advisor for students and staff regarding areas of personal and professional development

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

08/2021 – PRESENT

- Facilitate student growth through campus-wide co-curricular experiences such as the late-night alcohol-alternative planning, diversity awareness programming, all while being tracked through an online campus software
- Engage with contracting, budgeting, transportation, and execution of campus-wide programs and events for students and the surrounding community
- Managing budgets up to \$30,000 per event, coordinating with 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 through the online platform presence.io

FIRST YEAR EXPERIENCE SEMINAR TEACHING ASSOCIATE, SAN DIEGO STATE UNIVERSITY

08/2021 – 12/2021

08/2020 – 12/2020

- Facilitated classroom discussions and teaching a college-level curriculum built for first-year college students
- Provided on- and off-campus resources to students in need by working with select campus partners and local vendors
- Engaged in weekly training meetings to provide feedback and growth about class sessions for program adjustment to apply to future years
- Served as a peer advisor for other seminar instructors and students regarding areas of personal and academic development and growth
- Processed through monthly payroll with supervisors to ensure timely pay checks and managing within a provided budget

RESIDENTIAL COORDINATOR, WESTERN WASHINGTON UNIVERSITY

02/2020 – 06/2020

- Planned events and meetings working with students and staff to coordinate efforts and dialogue promoting inclusive communities and ensuring the creation of a safe, welcoming environment
- Engaged in self-education on topics of identity, 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 by holding regular open-door office hours and routinely walking the community
- Provided crisis response, conflict management, and mediation assistance for students in need
- Coached, trained, and mentored 13 student leaders in the implementation of educational strategies to meet the learning goals of the departmental curriculum model
- Advised 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 scheduled 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
- Oversaw and delegated with staff to setup and break 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
- Constructed 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

LEADERSHIP AND ACTIVITIES

STUDENT ADVISORY BOARD EVENTS COORDINATOR, SAN DIEGO STATE UNIVERSITY

10/2020 – 12/2021

- Organized and implemented program social to foster community within and between cohorts in the master's program
- Serve as treasurer if processing through budget questions

SDSU LEADERSHIP SUMMIT, SAN DIEGO STATE UNIVERSITY

02/2022

- Presented about networking and how to leverage advocates for personal and professional growth

ACCOMPLISHMENTS

- Working with budgets up to \$30,000 per event
- Facilitate classroom discussions with students
- Assist in emergency and crisis management situations
- Participate in selection and recruitment processes
- 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