

RENÉE M. ARNOLD

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EDUCATION

Temple University, Philadelphia, PA

Master of Arts in African American Studies, 2007

- ◆ *The History of Africa: The Quest for Eternal Harmony*, Dr. Molefi K. Asante
Proofread, wrote timeline, researched tables
- ◆ *The Encyclopedia of African Religions*, Dr. Molefi K. Asante
Provided research on various subjects
- ◆ *Akwaaba* Newsletter
Senior content editor, writer

California State University, San Bernardino, San Bernardino, CA

Bachelor of Arts in English Literature, 2005

- ◆ Dean's List
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PROFESSIONAL EXPERIENCE

American University, Washington, DC

Program Coordinator, Greek Life, 2008-2009

- ◆ Coordinate a Greek Community of over 1000 members comprising over 20% of the undergraduate population
- ◆ Advise and support 26 Greek Organizations (10 Interfraternity Conference (IFC), 7 Panhellenic Conference (PHA), 7 National Pan-Hellenic Conference (NPHC), 1 Christian, 1 Latina, and 1 Asian)
- ◆ Advise and support 3 Governing Councils
- ◆ Oversee PHA and IFC Recruitment and NPHC Intake
- ◆ Plan and facilitate leadership development initiatives
- ◆ Develop and implement policies and regulations
- ◆ Liaison to Inter/National and Regional organizations
- ◆ Develop strengthened relationships with alumni members and alumni organizations
- ◆ Supervise operating budget
- ◆ Manage student organization accounts
- ◆ Supervise graduate assistant and undergraduate assistant
- ◆ Advise Golden Key International Honor Society and Alpha Lambda Delta Honor Society
- ◆ Liaison between Greek Community and university departments, new students, and parents

Office of Student Leadership and Development, California State University, San Bernardino

Office Manager, 2007-2008

- ◆ Managed office calendar for seven staff members and developed monthly campus calendar for students
- ◆ Managed reception desk
- ◆ Supervised undergraduate student assistant, graduate assistant, and paraprofessional staff
- ◆ Provided guidance to students
- ◆ Coordinated daily operations for staff
- ◆ Managed office budget
- ◆ Assisted with office programs: New Student Orientation, Fall Reception, Leadership Academy, Club Room Grand Opening, and Welcome Week
- ◆ Created and proofread office publications

Department of Undergraduate Studies, California State University, San Bernardino

Freshman Seminar Instructor, 2007

- ◆ Taught USTD 100A Freshman Seminar course
- ◆ Created syllabus
- ◆ Advised 25 students
- ◆ Incorporated guest lecturers into class by collaborating with campus departments: Health Center, Psychological Counseling Center, Community University Partnerships, Learning Lab, and Career Development Center

Office of Student Leadership and Development, California State University, San Bernardino

Special Consultant/Graduate Assistant, 2006

- ◆ Improved Panhellenic Recruitment Counselor training manual
- ◆ Oversaw selection of 14 Panhellenic Recruitment Counselors
- ◆ Assisted with development and facilitation of Recruitment Counselor training sessions and retreat
- ◆ Assisted with preparation for Formal Fall Panhellenic Recruitment and Fall Inter-fraternity Council Recruitment
- ◆ Assisted with training of Orientation Leaders
- ◆ Assisted in coordinating and planning Freshman Orientation, Transfer Student Orientation, International Student Orientation and Parent Orientation
- ◆ Responsible for selecting and booking food vendors, coordinating set-up of food venues, and coordinating club and organization activities for each Orientation Session; ended up as the point of contact during Orientation

Asante Enterprises, Philadelphia, PA

Office Assistant, 2006

- ◆ Assisted in planning Cheikh Anta Diop Annual conference
- ◆ Provided administrative support and organized pre-conference registration for speakers, attendees, and vendors
- ◆ Managed reception desk at conference

Office of Student Leadership and Development, California State University, San Bernardino

Student Assistant, 2002-2004

- ◆ Supported programs: Orientation, Leadership Academy, Fall Reception, Award Reception, and Panhellenic Recruitment
- ◆ Provided administrative support
- ◆ Proofread all office publications

LEADERSHIP AND VOLUNTEER EXPERIENCE

Associated Students, Incorporated

Activities Board, 2003-2004

- ◆ Assisted in the planning of over 30 campus events: Homecoming, Mr. and Miss CSUSB Pageant, Movie Nights, Guest Speaker Series, Athlete Recognition Events, Welcome Back 'Yotes, and Finals Days Giveaways

Vice President of University Affairs, 2004-2005

- ◆ Recruited, interviewed, and selected 7 member Activities Board
- ◆ Supervised Activities Board daily operations and special event tasks
- ◆ Managed weekly meetings, developed meeting agendas, delegated responsibilities
- ◆ Planned and facilitated over 30 campus events: Homecoming, Mr. and Miss CSUSB Pageant, Movie Nights, Guest Speaker Series, Athlete Recognition Events, Welcome Back 'Yotes, and Finals Days Giveaways

Ronald E. McNair Post-Baccalaureate Achievement Recipient, 2003-2004

- ◆ Received \$2,500 grant for summer research project
- ◆ "The Lives of Enslaved Children in Antebellum America" presented at two research conferences

Building Engagement and Attainment of Minority Students Committee (BEAMS)

Student Representative

- ◆ Student Representative on committee for Western Association of Schools and Colleges subcommittee (WASC)
- ◆ Collaborated with campus entities to identify students least likely to graduate from CSUSB

Coyote Contacts Mentoring Program

Co-creator and Mentor

- ◆ Met with student mentee on a weekly basis for two quarters
- ◆ Introduced mentee to various campus resource organizations, departments, and individuals

Alpha Delta Pi Sorority, 2001-2005

Membership Education Vice President

- ◆ Primary educator of the 50-member chapter
- ◆ Upheld Total Membership Education Program and coordinated Pride Program
- ◆ Planned and supervised Chapter Retreat
- ◆ Supervised 4 member team: New Member Coordinator, Scholarship Chair, Leadership Chair, and Guard
- ◆ Supervised Alpha Education Program and Scholarship Program

Director of Standards and Ethics

- ◆ Leader in upholding and promoting values and principles of Alpha Delta Pi
- ◆ Conducted hearings for bylaw violations and held informal meetings with struggling members
- ◆ Administered "Pawsitive Points" system

Panhellenic Delegate

- ◆ Liaison between Panhellenic Council and Alpha Delta Pi chapter

Alumnae Relations Chair

- ◆ Maintained contact with Alumni members through a newsletter provided quarterly with chapter updates
- ◆ Planned events for outgoing seniors: Senior Tea, Senior Says, and Jewel Degree
- ◆ Encouraged membership in Alumni organizations

Leadership Chair

- ◆ Inspired members to take leadership roles in the chapter, on campus, and in the community
- ◆ Maintained records of member activities on and off campus

Bylaw Committee Chair

- ◆ Supervised Bylaw review and revision committee and submitted bylaw recommendations to chapter for approval

Awarded "Diamond Queen", "Shining Diamond", "Ideal ADPi", and "Ruth Pretty Palmer Panhellenic Award"

Panhellenic Council

President

- ◆ Supervised 11 member council: Vice President, Vice President of Membership Recruitment, Treasurer, Activities Chair, Public Relations Chair, Judicial Chair, Recording Secretary, and 4 Chapter Delegates
- ◆ Presided over monthly Greek Council meetings with executive officers from the Panhellenic Council, Interfraternity Council, National Pan-Hellenic Conference, and United Sorority and Fraternity Council
- ◆ Led the Greek Week joint committee and succeeded in making Greek Week more inclusive and less competitive
- ◆ Supervised planning and implementation of Greek Week, Formal Fall Recruitment, New Member Presents, Homecoming and Prom Dress Drives, guest speakers, socials, alcohol awareness events, fundraisers, and philanthropy events
- ◆ Led Panhellenic Council to receive "Organization of the Year Award" and "Excellence in Programming for Alcohol Awareness"

Recruitment Vice President

- ◆ Chaired Recruitment Counselor Selection committee
- ◆ Created Recruitment Counselor training manual
- ◆ Developed Recruitment Counselor training workshops and planned retreat for 14 Recruitment Counselors
- ◆ Led round table meetings between Panhellenic Recruitment Committee, chapter Formal Recruitment Chairs, and chapter advisors
- ◆ Planned and supervised all aspects of Formal Fall Recruitment: potential member, chapter, and Recruitment Counselor schedules; meals; Recruitment Counselor attire; rules; infraction repercussions; and publications

Coyote Orientation (New Student Orientation)

Orientation Leader

- ◆ Led group of 14 students through orientation weekend
- ◆ Introduced group to campus resources and led ice-breakers, discussions, and question and answer sessions
- ◆ Provided campus tour for students and parents
- ◆ Served on student-parent question and answer panel at Parent Orientation

- ◆ Developed questionnaire to determine what first-year students thought they needed to succeed and what seniors determined were the keys to their success
- ◆ Developed a mentor program, Coyote Contacts, targeted at students most likely to transfer or drop out of school

Rho Lambda Panhellenic Honor Society *Founding Member*

Order of Omega Honor Society *Member*

Gamma Sigma Alpha Honor Society *Member*

English Club *Member*

PRESENTATIONS

"Preparing for Graduate School"

- ◆ Dr. Yvonne Atkinson's English Classes (1/07) and Alpha Delta Pi Sorority Workshop (1/06)

"Benefits of Greek Life"

- ◆ Coyote Orientation (11/06)

"Diversity"

- ◆ My Freshman Seminar Class (11/07) and Christine Hansen's Freshman Seminar Class (11/03)

AFFILIATIONS

- ◆ Greater Washington, DC, Alpha Delta Pi Alumnae Association
- ◆ San Bernardino Panhellenic Alumnae Association
- ◆ Alpha Delta Pi Inland Empire Alumnae Association