

# Kelsey E. Hughes

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## EDUCATION

**State University of New York at Oswego, NY** – May 2017

Bachelors of Arts, Psychology

Minors in History and Gender & Women's Studies

Honors: *Cum Laude*, *Psi Chi Honor Society*, *Phi Alpha Theta Honor Society*

**State University of New York at Oswego, NY** – Anticipated May 2018

Advanced Certification, Behavioral Forensics

## EXPERIENCE

**Title IX Intern, SUNY Oswego** – August 2017 – Present

Title IX Office

- Learned all aspects of laws, policies, and procedures related to sexual and interpersonal violence
- Completed Escalation Workshop Facilitator training and hosted workshops
- Created and implemented interactive information table activities related to stalking, sexual assault, sexual harassment, and domestic violence
- Assist Title IX Coordinator with workshops for student organizations, students and employees

**Event Support Assistant, SUNY Oswego** – May 2015 – Present

Department of Campus Life – Event Management Office

- Organize student events
- Promote events sponsored by Campus Life Department
- Effectively communicate with many different departments across campus
- Created interactive PDF allowing interested individuals to hold a camp or conference at SUNY Oswego
- Coordinate housing assignments for conference/camp participants
- Assist professional staff and event sponsors before, during and after events

**Student Intern, Integrative Counseling Services** – Jan 2017 – May 2017

Integrative Counseling Services

- Greet clients in a friendly manner in-person and over the phone
- Answer office telephone and communicate messages to professional staff
- Make sure paperwork for front office is appropriately stocked
- Send faxes for professional staff
- Make sure waiting room and offices are kept tidy and presentable
- Assist professional staff with projects

**Student Worker, Disability Services** – August 2014 – May 2017

Office of Disability Services

- Answer main office telephone for office and communicate messages to professional staff
- Copy notes for students who use the office's services
- Schedule and proctor exams for students; deliver exams to professors

**Customer Service Representative** – May 2013 – July 2014

Department of Campus Life

- Interact with clients in a friendly manner in-person and over the phone
- Answer telephone for office and communicate messages to professional staff
- Provide accurate information about the College and Campus Life Department
- Assist professional staff with projects as needed

## SKILLS

-Effective, enthusiastic leader who strives to exceed expectations.

-Organized achiever who maximizes personal strengths and project outcomes.

-Strategic thinker with strong written and verbal communication skills.

-Able to work in a demanding environment, either individually, or as as a team or a leader.

## VOLUNTEER

-Habitat for Humanity

-Salvation Army Red Kettle Campaign

-Salvation Army Soup Kitchen

- "Leave Green" Sale for the Newman Center

## AWARDS

- Dean's Writing award- Runner up