

Kristen Kocaj

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Education

State University of New York at New Paltz

Anticipated May 2018

Bachelor of Arts in Psychology Concentration: Industrial/Organizational

Minors: Business and Creative Writing

GPA: 3.23

Studying Abroad at Kingston University, England

January 2017-May 2017

Work Experience

Career Resource Center

New Paltz, NY

Intern

December 2017-Present

- Reviewing and Editing Resumes
- Assisting in scoring applicants during the recruitment process
- Investigating Alumni/Recent Graduate's engagements post-graduation. This provides SUNY New Paltz with statistical data towards the college's reputation and records

South Nassau Community Hospital

Oceanside, NY

HR Volunteer

June 2017-Present

- 150 hours and counting of observing and learning the fundamentals of Human Resources Management
- Printing ID cards, filing, copying documents, addressing letters, mailing out birthday cards, entering newly hired employee's information into databases, preparing for new employee training orientations, and reviewing invoices

Department of Community Activities

Oceanside, NY

Head Counselor

Summers 2013-2016

- Demonstrated leadership and responsibility while ensuring the safety of up to 20 children ages 5 to 10 at day camp
- Created daily schedule for campers including games, sports, arts & crafts, and field trips
- Rallied team pride during spirit week

Volunteer and Leadership Experience at SUNY New Paltz

Alpha Phi Omega National Co-Ed Service Fraternity

Member

February 2016-Present

- Completed a total of 125 hours and counting of community service with organizations such as Phillies Bridge Farm and the Breast Cancer Research Foundation

Treasurer

November 2017-Present

- Responsible for depositing and donating fundraised money to Big Brother Big Sister, NYC.
- Balance the books, keep record of transactions, create a budget for the chapter, which allocates money to each committee, and calculate the amount necessary for each brother to pay towards semester dues

Kiwanis' Circle K

Member

September 2014-Present

- Provide service and leadership to the local community including Habitat for Humanity, coin collections for UNICEF, and planning a year-end charity gala
- Attend New York District Conferences that provide workshops on service, leadership, and fellowship

Webmaster

April 2017-Present

- Create and implement posts on social media for the club and their events. This includes a Coffee House, Charity Gala, Members acting in Community Serving, and Weekly Club Meetings

Secretary

April 2016-April 2017

- Logged minutes at Elective Board meetings, send weekly emails to the membership, and keep records of attendance at all events and meetings, track all service hours completed by the membership

Saturdays of Service

Mentor

May 2015-May 2016

- Selected as one of three Student Mentors to return, and plan for the next academic year's program. Created a team of 15 new participants, semesterly, by recruiting applicants, and conducting an interview process. As Mentors, we set up volunteer opportunities, and led one team-building exercise for each group.
- Participated in 90 hours of service based around the themes of "Housing and Homelessness" and "Food Security and Sustainability" in the Mid-Hudson Valley

Member

January 2015-May 2016

- Selected to participate on a team of 15 to complete 30 hours of service around the theme of "Sustainable Agriculture in the Mid-Hudson Valley"