

DIANA DORT

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EDUCATION

MONTCLAIR STATE UNIVERSITY, Montclair, NJ

Expected Graduation: May 2022

B.A. | Justice Studies | 3.7

- Minor: Child Advocacy and Policy
- Dean's List Honoree (All Semesters)
- Completed coursework in Justice, Courts & Legal Systems, Criminal Law & Procedure, and Legal Research & Writing

EXPERIENCE

MONTCLAIR STATE UNIVERSITY, Montclair, NJ

August 2019 – Present

Resident Assistant

- Assist residents with personal, social, and/or academic concerns or needs.
- Refer students, as necessary, to appropriate University or community resources.
- Inform and update the Community Director and/or Assistant Community Director, or their designee, of any important floor or community occurrences and of students with possible emotional, physical, and mental health concerns.
- Maintain regular contact with residents to develop positive relationships.

MONTCLAIR STATE UNIVERSITY, Montclair, NJ

September 2018 – May 2019

Center for Student Involvement Office Assistant

- Manage incoming calls and other communications with staff by providing assistance and answering questions from staff or students
- Organize and maintain office common areas
- Label, fold, and distribute promotional material
- Maintain communication between departments
- Approve of flyers and make copies

LEADERSHIP AND HONORS

- **Fellow, America Needs You** (2019 – Present): Selected as one of 75 first-generation college students in New Jersey to serve in a 2-year career development and leadership training program
- **Vice President, Alpha Lambda Delta National Honor Society** (2019 – Present): National Honor Society that recognizes freshman students for outstanding academic achievement during the first year in college
- **Member, Women's Leadership Academy** (2018 – Present): Organization that prepares women for leadership roles in the world while helping them succeed academically and socially
- **Vice President, YesSheCanCampaign** (2018 – 2019): National youth-led non-profit organization that empowers, inspires and shares the stories of women who are overcoming adversity while striving to complete their education
- **Writer and Event Team Coordinator, HerCampus** (2018 – 2019): An online magazine targeted at college women
- **Recipient, Certificate of Special Senate Recognition for Academic Excellence** (2018)
- **Recipient, United States Marine Corps** (2018): Certificate for military proficiency, academic studies and community support
- **Member, Irvington High School National Honor Society** (2017 – 2018): Inducted for maintaining a 3.5 GPA

ADDITIONAL

- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint), UNIX/Linux, MySQL, HTML, XLM, CSS
- **Languages:** Haitian Creole (Fluent)
- **Design and Online Presence:** Engaging with audiences on social media platform, content creator (Graphic Design-Flyers, Business Cards, Blog Writing)
- **Personal Interests:** Soccer, reading, writing poetry and stories, traveling
- **Volunteer Activities:** JA High School Heroes, Junior Reserve Officers' Training Corps