

THOMAS SCHARTNER

ABOUT ME

Aspiring student affairs professional with a passion for leaving things better than he found them. Currently working toward a degree in Organizational Communication with minors in Human Resources Management and Diversity Studies.

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✉️ tjschartner@yahoo.com

🌐 St. Louis, MO

EDUCATION

EXPERIENCE

B.S. in Organizational Communication

Expected 2024

- Missouri State University
- Springfield, MO

Minors in Human Resources Management & Diversity Studies

Expected 2024

- Missouri State University
- Springfield, MO

Oakville Senior High School

Class of 2020

- St. Louis, MO

ACHIEVEMENTS

- **Missouri State Dean's List**
 - 2020, 2021, 2022
- **RA Silver Bell Award**
 - 2021, 2022
- **NRHH Silver Bell Award**
 - 2022
- **Bronze Pin Award**
 - 2022
- **Community Development Experience Award**
 - 2022
- **Wilda F. Looney and Gary K. Stewart Residence Life Leadership Scholarship**
 - 2022

SKILLS

- Time management
- Effective Communication
- Critical thinking
- Public speaking
- Adaptable
- Interpersonal Skills
- Attention to Detail

Resident Assistant

Blair-Shannon House and Sunvilla Tower

Missouri State University

2021-2023

- Assist residents with navigating the transition into higher education
- Respond to crisis and emergency situations for a community of 750 students
- Develop experiences focused on public affairs, diversity and inclusion, and resident needs to enhance on-campus living
- Complete rounds in multiple facilities to ensure safety and security of residents

President

National Residence Hall Honorary - Boomer Chapter

Missouri State University

2022-2023

- Create recognition and service events for students to engage in the campus community
- Hosted an event to raise over \$3,000 for student scholarships
- Review and revise the Constitution and by-laws of the organization to promote growth and longevity
- Allocate a budget of \$6000 to Executive Board members to create experiences for student body

Team Member

Kadli's Coffee Crescent Location

Kaldi's Coffee Roasting Co.

2022

- Greeted guests and provided them with a kind and genuine customer experience
- Participated in company trainings to gather knowledge about products served and customer service

Teaching Assistant

Gateway Center for Performing Arts

Gateway Center for Performing Arts

2020

- Taught students dances, songs, and scenes to promote participation the performing and creative arts
- Ensured rehearsal ran smoothly to accomplish all necessary tasks for each day

Assistant Music Director

Gateway Center for Performing Arts

Gateway Center for Performing Arts

2020

- Worked with students to improve their vocal technique
- Assisted Music Director with teaching music selections