
Area Coordinator Resume

Job Objective

To obtain an Area Coordinator position and to contribute to the success and reputation of the company.

Work Experience:

Area Coordinator, August 2005 – Present
Union Resource Center, Henderson, NC

- Provided substitution for the Regional Manager at short notice.
- Managed daily administrative processes and maintenance and custodial priorities.
- Coordinated and developed annual individual staff development plans and departmental goals and objectives for area staff.
- Promoted and demonstrated the department's commitment in creating an environment that values and respects each individual and integrated a celebration of differences.
- Coordinated and supported hall, area, community efforts to provide programs.
- Collaborated with residents living in the off campus apartments.

Area Coordinator, May 2000 – July 2005
Weatherford International, Henderson, NC

- Guided Resident Assistants (RA) and Resident Coordinators (RC), and arranged one-on-one meetings and provided performance evaluations.
 - Contributed to and encouraged the development of positive working relationships between all residence life staff.
 - Selected, trained and provided in-service activities for the paraprofessional staff.
 - Oversaw RA/RC programming efforts, approved ideas, allocated funds and logged and tracked all programs.
 - Assisted with facility operations and reporting.
 - Implemented specific goals and objectives that are consistent with those of Residence Life.
 - Provided on-call duty coverage and responded to emergencies weekdays, weekends and holidays.
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Summary of Qualifications:

- Profound knowledge of working for relief and development with rural communities
 - Sound knowledge and experience of upstream to midstream activities and processes
 - Thorough knowledge of counseling, conflict management and crisis intervention strategies
 - Extensive knowledge and skilled in supervisory practices and techniques
 - Excellent IT skills including the use of databases and GIS systems
 - Deep knowledge of basic budget processes and preparing detailed reports
 - Familiar with facilities maintenance and custodial processes
 - In-depth knowledge of academic support services within residential settings
 - Exceptional ability to establish and maintain effective student and staff relationships
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Education:

Bachelor's Degree in Arts, Metropolitan State College of Denver, Colorado, CO

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