

Jessica Freud

(919) 802-4576 • JessFreud@gmail.com • linkedin.com/in/JessFreud2017

EDUCATION

East Carolina University Greenville, NC

May 2020

Bachelor of Arts Psychology, Minor in Neuroscience

EEO Compliance and HR Best Practice Training in SHRA/CSS and EHRA Recruitment & Selection

- Guidelines for Nondiscriminatory Interviewing
- EHRA Recruitment Compliance Review Process Standard Operating Practice
- Recruitment Outreach Networking- Model Plan AND Planning Questions

LIFE SCIENCES ELECTIVE CLUSTER

Research Methods and Data Analysis
General Chemistry I and II with lab
Business Applied Statistics

Principles of Biology I and II with lab
Principles of Genetics
Fundamentals of Microbiology

SKILLS

Microsoft Office
Communication
Research Methods

Administration
Customer Service
Event Planning

Problem-Solving
Public Speaking
Negotiation

EXPERIENCE

ECU Campus Living, Greenville, NC

Summer 2018

Conference Assistant

- Assisted in camps check-in and check-outs
- Room inspections for camps and placing work orders
- On-call assistant nine-hour shift weekly, responding to phone calls and crisis

ECU Campus Living, Greenville, NC

Summer 2018

Neighborhood Service Office Front Desk

- Inputting data and work orders into the university work order system
- Assisted in the summer sessions checking in and checking out residents from the residential hall

ECU Campus Living, Greenville, NC

August 2018- May 2020

Resident Advisor

- Responsible for the social, emotional, physical, and mental well-being of 44 residents
- Managed weekly duty, facility checks, responded to phone calls, provided professional crisis support for residents, and provided resources available on campus
- Planned and delivered six to eight events and programs per semester, created educational bulletin boards, and made designed door decorations
- Assisted in interviewing new candidates for Resident Advisor positions with a professional staff member or a coordinator, evaluated, and assisted with recruitment
- Attended workshops and in-service training (e.g., Interacted with upperclassmen residents, promoted self-care for residents, conflict resolution, money management, team builders, etc.)

ORGANIZATIONS

Conduct and Strategic Education

August -December 2019

Resident Advisor Representative

- Attended weekly meetings to discuss policy violations
- Promoted strategies to build a healthy community
- Finding new ways to help new Resident Advisors handle conduct while still abiding by the policies
- Review, edit and establish policies involved with student conduct

Coordinator Screening Committee

January-March 2020

Resident Advisor Representative

- Screening 39 new coordinators applications and selecting top 3 candidates
- Interview candidates with the screening committee Chair member

