

# Sarah M. Doherty

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## Education:

- Masters of Science in Higher Education** May 2015  
University of North Dakota, Grand Forks, North Dakota
- Bachelor of Arts in Elementary Education** December 2012  
**Middle School Education Minor:** December 2012  
University of North Dakota, Grand Forks, North Dakota
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## Experience:

- Residence Life Coordinator** July 2015 – Present  
*University of West Georgia, Housing and Residence Life, Carrollton, GA*
- ◆ Directly supervise two Graduate Resident Directors (RD); indirectly supervise 25 Resident Assistants (RAs) between two buildings that house approximately 600 students
  - ◆ Co-advise Hall Council with the Graduate RD from both buildings, while managing budgets, planning programs, and using a P-Card.
  - ◆ Participate in a crisis duty rotation for approximately 3,000 on-campus residents
  - ◆ Manage building-wide paperwork, monthly key audits, health and safety inspections, and room moves
  - ◆ Act as a Student Conduct Administrator by holding informal conduct hearings with students who may have broken university policy
  - ◆ Serve on departmental committees such as RA Training and Marketing/Social Media
- Residence Hall Director** January 2013 – May 2015  
*University of North Dakota Housing, Selke Hall, Grand Forks, ND*
- ◆ Hired, trained, and supervised a staff of nine RAs in a residence hall of 300 students
  - ◆ Advised Hall Government which put on hall programs and managed a budget
  - ◆ Completed administrative paperwork for hall maintenance, programming, and budgeting
  - ◆ Enforced university policy and determined student responsibility and appropriate sanctions for policy violations as a Student Conduct Administrator
  - ◆ Participated in a crisis duty rotation for approximately 2,600 on-campus residents
  - ◆ Advised the RA student organization called InterAction that was responsible for organizing all-campus programs for RAs and students
- Summer School Residence Hall Director** May 2014 – August 2014
- ◆ Hired, trained, and supervised four Summer School RAs
  - ◆ Organized student turnover process and communicated between room assignment coordinator and building service technicians
  - ◆ Completed administrative paperwork daily for housing and dining purposes
  - ◆ Facilitated conduct meetings that determined student's responsibility of policy violations and issued sanctions as a Student Conduct Administrator
- Indians Into Medicine (INMED) and Linens Housing Director** May 2013 – August 2013
- ◆ Managed the operation of a residence hall housing 80 adolescents (ages 13-17) and 13 counselors
  - ◆ Communicated between the INMED Program Director and housing Associate Director
  - ◆ Completed daily administrative paperwork for dining and billing purposes
  - ◆ Organized a weekly linen exchange for students throughout the campus and kept full inventory
- Guest Services** July 2011 – July 2012  
*Grand Forks C'mon Inn, Grand Forks, ND*
- ◆ Trained new staff members on resolution skills to use during guest complaints and issues
  - ◆ Coordinated large group reservations and event accommodations

## Resident Assistant (RA)

July 2009 – May 2011

*University of North Dakota Housing, McVey Hall, Grand Forks, ND*

- ◆ Enforced university and housing policies in a building of 300 residents
  - ◆ Planned and facilitated programs to promote community, personal and academic development, and diversity awareness
  - ◆ Communicated possible crisis situations such as sexual assault and suicidal ideations to the proper authorities
  - ◆ Turned in weekly and monthly administrative paperwork such as inventory and safety certifications
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## Internship:

**Student Involvement and Leadership Office**

January 2014 – July 2014

*University of North Dakota, Grand Forks, ND*

- ◆ Assisted the Student Government office and in preparation for Family Weekend and New Student Orientation
  - ◆ Created advertisements and mass emails for New Student Orientation
  - ◆ Generated ideas for possible Family Weekend activities
  - ◆ Created a pamphlet of the *83 Things You Should Do Before Graduating from UND*
  - ◆ Assisted 1,800 incoming students and their families at New Student Orientation by giving campus tours, processing transfer credits, and registering students for classes
  - ◆ Aided in the student advising process with faculty members
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## Additional Experience:

### Selected Professional Development:

- ◆ Multicultural Student Services, Dialog Dinners October 2014 – Present
- ◆ UMR-ACUHO Annual Conference November 2014
- ◆ National Conference for College Women Student Leaders June 2014

### Assessment Creations:

- ◆ Revamped Video Training Assessment – RA Training June – August 2013
- ◆ Developed RA Training Assessment, Pre and Post Test June – August 2013

### Presentations:

- ◆ *The Wizarding World of Time Management* – Tri-College RA Conference, NRHH Leadership Conference Fall 2014
  - ◆ Created a Campus Offices Resource Fair “*Merry-Go-Round*” – RA Training August 2014
  - ◆ *Understanding and Handling Conflict* – RA Training August 2014
  - ◆ *Administrative Paperwork* – RHD Training August 2014
  - ◆ *Opening a Residence Hall* – RHD Training August 2014
  - ◆ *Customer Service* – RA Training August 2013
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## Volunteer:

**The Ember Coffee House**

July 2013 – Present

*Grand Forks, ND*

- ◆ Volunteer as a barista at a non-profit coffee shop

**Northlands Rescue Mission**

December 2011 – June 2012

*Grand Forks, ND*

- ◆ Facilitated Wii parties for the residents every other week
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## Honors:

**Dean’s List** – University of North Dakota

Spring 2012, Fall 2012

**Community Service Project of the Year** – McVey Hall “The Pink Program”

August 2011 – May 2012

- ◆ Raised over \$500 through various programs for Breast Cancer research