

Quinneka Beth McDonald

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Education

Canisius College- Buffalo, New York

Masters of Education in College Student Personnel Administration

Anticipated May 2012

Medaille College- Buffalo, New York

Bachelor of Science in Liberal Studies

May 2010

Professional Experience

Resident Coordinator

Lofts at 136 - Buffalo, New York

August 2011- Present

Downtown Student Housing Facility

- Supervise a staff of 4 resident assistants and 4 desk assistants
- Oversee apartment style housing unit of approximately 160 undergraduates, graduates, and professionals from surrounding universities and colleges
- Create, implement, and assist the General Manager/Director of Residence Life with judicial hearings to determine appropriate sanctions
- Participate in “on-call” rotation, responding to emergency and crisis situations
- Co-coordinate, supervise and attend all openings and closing for the semesters
- Understand leasing, payments, and eviction process
- Provide customer service and building tours to prospective students
- Assist with social media promotion on Facebook, and Twitter
- Develop and edit residence life blog
- Address, track, and budget programming needs with resident assistants

Resident Assistant

August 2010- December 2010

- Addressed concerns of students to professional staff
- Supervised a floor of 20 undergraduate and graduate residents in apartment style units
- Maintained 15 regular desk hours a week
- Implemented various social, educational, and recreational programs

CHOICES Grant Coordinator – Graduate Assistantship

Canisius College- Buffalo, New York

Athletics Department

August 2010- Present

- Collaborate with campus departments/ organizations to provide Canisus community with alcohol and drug awareness programming
- Coordinate and implement Training for Intervention Procedures (TiPS) for the University student-athlete training sessions and organization/ club sessions
- Create, and implement social norms campaign around myths and perceptions of drinking
- Create, advertise, and award application for four party grants throughout the year to fund student-run non-alcoholic parties promoting responsible behaviors
- Manage grant budget in conjunction with supervisor, including training, supplies, and party grants
- Survey TiPS participants and collect data for end of the year report
- Assist with implementing myPlaybook 3 year study for first-year student athletes at Canisus College

Resident Assistant

Canisius College- Buffalo, New York
Office of Residence Life

January 2011- May 2011

- Acted as liaison between residents and Office of Residence Life
- Facilitated regular floor meetings to share information and discuss issues and concerns
- Scheduled, coordinated, and implemented educational and social programs once a month
- Enforced guidelines and community standards

Internships

Graduate Intern- Campus Ministry

Canisius College- Buffalo, New York

February 2012- Present

Graduate Intern- Admissions/ Counseling

Erie Community College- Buffalo, New York

September 2011- Present

Greek Affairs Intern- Office of Student Life

University at Buffalo- Buffalo, New York

August 2011- Present

ACUHO-I Special Projects Intern- University Residences & Dining Services

The Ohio State University- Columbus, OH

May 2011- August 2011

International Service Immersion Intern- Campus Ministry

Canisius College- Buffalo, New York

January 2011- March 2011

Undergraduate Experience- Medaille College, Buffalo, New York

Resident Assistant - Office of Residence Life

August 2007- May 2010

Orientation Leader- Student Involvement Center

September 2009, 2010, 2010

Summer Resident Assistant- Office of Residence Life

Summer 2008, 2009, 2010

Intern- Student Involvement Center

January- May 2009

President- Resident Student Council

September 2009- May 2010

Secretary- Student Government Association

September 2009-May 2010

Professional Development

Public Speaking

CSPA-NYS Annual Conference: Next Gen Conference “ Graduate School Panel”

October 2011

WNY Leadership Conference 2011 “ Multicultural Competencies”

April 2011

SUNY Brockport 26th Annual Resident Assistant Conference “LeaderShape Institute”

November 2008

Professional Memberships

NASPA, Student Affairs Administrators in Higher Education

September 2011- Present

CSPA-NY, College Student Personnel Association of New York State

October 2010 – Present

- Co-created, and implemented Outstanding Inclusivity Efforts Award

CSPGA, College Student Personnel Graduate Association

September 2010 – December 2011

- Co-Chair of Professional Development

ACPA, College Student Educators International

October 2008 – Present

- Social Co-Chair Commission for Multicultural Affairs

Awards and Honors

Graduate Student Scholarship, CSPA-NYS

October 2011

Outstanding Senior Award, Medaille College

May 2010

Who’s Who, Medaille College

October 2010

Merit Award, Medaille College

May 2009

Resident Assistant of the Year, Medaille College

May 2009

