

Kyle Hamlin

Communication • Includer • Futuristic • Adaptability • Woo

San Jose, CA 95112

(425) 879-0969

kylerrhamlin@icloud.com

EDUCATION

MA: Postsecondary Educational Leadership; Student Affairs - San Diego State University

BS: Biology - Eastern Washington University

Associates of Arts and Sciences: Biology and Direct Transfer - Everett Community College

RELEVANT WORK EXPERIENCE

Residential Life Coordinator

Aug. 2023 – Present

University Housing Services

San Jose State University

- Co-supervise and advise 46 Resident Advisors and 3 Student Administrative Assistants, managing a \$200,000+ residential budget and Living Learning Communities.
- Adjudicate student conduct cases using Maxient, applying student development principles to foster accountability and growth.
- Serve in an on-call rotation for a residential community of 5,000+, coordinating with campus safety and support services to address physical and mental health crises.
- Lead student development initiatives focused on academic success, diversity, inclusion, social justice, and wellness for diverse populations.
- Develop and deliver student staff training programs, including flipped classroom modules in Canvas for Resident Advisors, Peer Academic Success Coaches, and other student leaders.
- Implement and assess the residential curriculum, emphasizing self-discovery, community empowerment, problem-solving, and self-sufficiency.
- Optimize the StarRez system to streamline programming and reduce administrative workload for student assistants.
- Collaborate with campus partners (e.g., SJSU CARES, Health & Wellness, Campus Activities) to enhance residential community programming.
- Co-advise the Residence Hall Association and oversee the revitalization of the National Residence Hall Honorary chapter.
- Participate in ongoing professional development through conferences, training, and certifications.

Coordinator for Residential Education

May 2022 – Aug. 2023

Colleges, Housing and Educational Services

University of California, Santa Cruz

- Supervised, mentored, and trained a team of 4-25 Resident Assistants, fostering leadership and professional development.
- Managed student conduct cases using Advocate, applying student development theories to guide decisions and promote learning.
- Served in an on-call capacity for 8,500+ residential students, coordinating with safety and campus partners to address health crises and emergencies.
- Developed, implemented, and evaluated student staff training programs tailored to the needs of diverse communities.
- Led the implementation and assessment of a curriculum model focused on engagement, financial wellness, connection, and self-discovery for all residential students.
- Chaired the Student Leader Recruitment and Selection Committee, screening 800+ applicants, interviewing 500+ candidates, and onboarding 250+ student staff.

Assistant Residence Hall Coordinator

Jan. 2021 - May 2022

Residential Education Office

San Diego State University

- Managed front desk operations, training, and staffing for 8 Resident Advisors and 40 Desk Assistants, ensuring seamless service and team efficiency.
- Responded to emergencies and crises, providing timely follow-up and resolution for incidents impacting the residential community.
- Facilitated Justice, Diversity, Equity, and Inclusion (JEDI) trainings for student leaders and professional staff, fostering inclusive practices.
- Participated in the recruitment and selection process for student leaders and desk assistants, ensuring diverse and qualified hires.
- Adjudicated community standards violations per the Housing License Agreement, promoting accountability and learning.
- Mentored and advised students and staff on personal growth and professional development.

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Center for Student Organizations and Activities Intern

Aug. 2021 - May 2022

Office of the Dean of Students

San Diego State University

- Facilitated student growth through co-curricular experiences, including late-night alcohol-alternative events and diversity awareness programming, using an online platform to track participation and outcomes.
- Coordinated logistics for campus-wide programs and events, overseeing contracting, budgeting, and transportation to enhance student engagement and community involvement.
- Managed event budgets of up to \$30,000, collaborating with multiple vendors, volunteers, and venues to ensure successful execution and resource optimization.
- Developed and implemented tracking methodologies for co-curricular activities, streamlining processes for students to monitor their skills, knowledge, and certifications through the online platform presence.io.

First Year Experience Seminar Teaching Associate

Aug. 2021 - Dec. 2021 | Aug. 2020 - Dec. 2020

Academic Affairs

San Diego State University

- Led classroom discussions and delivered college-level curriculum for first-year students in both in-person and online formats (Canvas, Google Classroom).
- Connected students to on- and off-campus resources, collaborating with campus partners and local vendors to support student needs.
- Participated in weekly training meetings, providing feedback to enhance class sessions and inform adjustments for future semesters.
- Advised peers and students, offering guidance on personal and academic development as a peer mentor.
- Managed payroll processes, ensuring timely compensation for staff while adhering to budgetary constraints.

Residential Coordinator

Feb. 2020 - Jun. 2020

University Residences

Western Washington University

- Coordinated events and meetings, fostering inclusive communities through collaboration with students and staff to create a safe, welcoming environment.
- Self-educated on identity, power, privilege, and oppression, applying these insights to provide equitable support and services to diverse student populations.
- Served as a visible resource, maintaining regular open-door office hours and engaging with residents through community walks to build strong relationships.
- Provided crisis response, conflict management, and mediation, assisting students in resolving disputes and navigating personal challenges.
- Mentored and coached 13 student leaders, guiding them in implementing educational strategies aligned with departmental learning goals.
- Managed hall council and staff programming budgets, overseeing allocations between \$5,000 and \$10,000 to support community initiatives.
- Enforced Residential Community Standards, educating residents on policies and guiding them in responsible decision-making through the conduct process.
- Led COVID-19 response efforts, adapting facility usage and implementing safety protocols as part of program management development.

Lead Cashier/Customer Service

Apr. 2019 - Dec. 2020

McDaniels Do-It Center Hardware

Snohomish, Washington

- Provided friendly and courteous customer service
- Processed cash register transactions within busy, fast-paced retail setting
- Responsible for counting daily money deposits
- Supervised cashiers by making sure they are on task, providing assistance, and support

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Event Coordinator

May 2016 - Apr. 2019

Entertainment Warehouse, Inc.

Spokane, Washington

- Planned and executed large-scale events of up to 5,000 attendees for corporate, non-profit, and educational clients across diverse venues, including bars, wineries, exposition halls, and stadiums.
- Managed event logistics, overseeing staff for setup and teardown of Audio-Visual, Casino, and other entertainment equipment.
- Maintained event, office, and marketing equipment, ensuring operational readiness and reducing downtime.
- Designed and distributed marketing materials using Adobe Suite, Microsoft Suite, and Canva, enhancing event visibility and client engagement.
- Developed and maintained a public-facing website, showcasing products and services with up-to-date visuals and information.
- Streamlined financial operations, organizing invoices, payments, and client paperwork through QuickBooks, ensuring accuracy and timely processing.
- Balanced demanding schedules, managing events during evenings, weekends, and early mornings while adhering to tight deadlines.

COMMITTEES AND ACTIVITIES

- Mental Health First Aid Certified - National Council for Mental Wellbeing
- SJSU Student Leader Training Committee
- New Professionals Committee Member - WACUHO
- New Professionals Committee Tri-Chair- WACUHO
- SJSU RHA Advisor
- Marketing and Registration Committee Member - WACUHO
- Student Leader Recruitment and Selection Committee - Chair
- SDSU Leadership Summit

August 2024

August 2023 - Present

April 2023 - Present

June 2024 - Present

April 2024 - Present

April 2023 - April 2024

August 2022 - August 2023

February 2022