

# Alaces Jewel Sarmiento

30-20 92nd street  
East Elmhurst, NY 11369

(917) 604 - 9856  
alacesjsarmiento@gmail.com

## EDUCATION

### **State University of New York at Oswego**

August 2021 - Present (Expected Grad.: May 2024) • Oswego, NY  
MA in Strategic Communication  
Adv. Cert. in Integrated & Social Media

### **State University of New York at Oswego**

August 2017 - May 2021 • Oswego, NY  
BA in Communication & Social Interaction  
BA in Music

### **Summer Study Abroad - CAPA The Global Education Network**

July 2019 - August 2019 • London, United Kingdom  
6-week abroad program in London focused on international marketing and internship experience

## LEADERSHIP & VOLUNTEER EXPERIENCE

### **Mu Beta Psi, Nu Chapter**

Vice President (May 2022 - Present)  
Programming Officer (Dec. 2021 - Present)  
Public Relations Officer (May 2022 - May 2023)

### **College Student Personnel Association of New York State**

Marketing Committee Member (Feb. 2023 - Present)

### **Mu Beta Psi, National Honorary Musical Fraternity**

Programming Committee Chair (Mar. 2023 - Present)  
Convention Committee Member (Mar. 2023 - Present)

### **Oswego State Singers**

Alto Section Leader (Jan. 2023 - Present)  
Vice President (May 2019 - May 2021)

### **Asian Student Association**

Senior Advisor (Aug. 2021 - May 2023)  
President (May 2020 - May 2021)

## ADDITIONAL SKILLS

- Professional & Leadership Development
- Restorative Justice Training
- Public Speaking
- Graphic Arrangement & Design
- Public Relations & Social Media Writing
- Web Design (Wordpress & Google Sites)
- Interpersonal Skills
- Google Suite

## PROFESSIONAL EXPERIENCE

### **Assistant Hall Director, Onondaga Hall**

January 2022 - May 2023

*SUNY Oswego Residence Life & Housing*

Oswego, NY

- Help oversee a suite-style residence hall community with 500+ upper-division students to create an environment where students can feel at home
- Supervise a staff of approximately 10-12 undergraduate students, and co-supervise 19 resident assistants to maintain an inclusive work environment
- Facilitate training student staff in personal development, professional duties, and diversity to better support residents and families from all backgrounds
- Create schedules for student staff and manage payroll reports to create order within the workplace
- Host educational and social programs for residents to help foster community
- Oversaw the residence hall programming budget and incentive fund
- Serve on on-call rotations and help assist resident assistants in incidents within the residential halls to ensure student's safety and provide support
- Co-Facilitate the opening and closing of a residence hall at the beginning and end of each semester and during break periods with the Residence Hall Director

### **Summer Conference Coordinator**

June 2022 - July 2022

*SUNY Oswego Residence Life & Housing*

Oswego, NY

- Coordinated desk shifts with a staff of 7-10 Summer Resident Assistants to create order within the workplace
- Prepared keys and materials for incoming summer conferences to ensure access is available for guests
- Confirmed rooms were ready for customer use to ensure availability of spaces
- Collaborated with conference group leaders to assess individual needs

### **Undergraduate/Graduate Teaching Assistant & Tutor**

August 2019 - May 2021 (Undergraduate), August 2021 - Present (Graduate)

*State University of New York at Oswego - SUNY Oswego*

Oswego, NY

- Assisted instructor in MUS 100 (Fundamentals of Music Theory), MUS 200/201 (Intermediate Music Theory I/II), MUS 300/301 (Advanced Music Theory I/II), and MUS 104/204 (Aural Skills I/II)
- Graded/evaluated students and offer in-person or zoom tutoring sessions for class review to assist students in academic success
- Distributed and proctored examinations to establish academic integrity

### **Strategy Intern**

June 2021 - August 2021

*Anomaly Content & Entertainment (ACE Content)*

New York, NY

- Researched trends for different age groups to implement into intergenerational marketing strategies
- Designed slide decks to present to company partners and committee leaders
- Updated slide decks with weekly content to provide updates and show progression of marketing plans