

Malinda Balfour

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Education	DePaul University , Chicago, IL Bachelor of Arts in Sociology, anticipated June 2012 GPA 3.75 / 4.0; Dean's List, All Quarters in Attendance Alpha Lambda Delta Honor Society Member, Fall 2009-Present
Work Experience	DePaul University Department of Residential Education , Chicago, IL <i>Seton Hall Resident Advisor, August 2009- Present</i> <ul style="list-style-type: none">• Create community by providing four programs per academic quarter on diversity, academic performance, and wellness• Assist 300+ first year residents in adjusting to college life by providing access to campus resources including the career advising, counseling, and student organization involvement• Manage administrative tasks including incident reports, roommate contracts, duty logs, and building policies• Collaborate with a staff of 68 para-professionals to assess the needs of 1500+ residents across campus Plato's Closet , Chicago, IL <i>Sales Associate, July 2006-November 2010</i> <ul style="list-style-type: none">• Managed cash register responsibilities including purchases, returns, and exchanges• Worked collaboratively with co-workers, ensuring the store is in line with corporate expectations• Thought proactively regarding overall customer satisfaction, striving to improve store appearance, and increasing sales by 15%
Volunteer Experience	DePaul University Ministry , Chicago, IL <i>Project Uno Survey Administrator, November 2010- Present</i> <ul style="list-style-type: none">• Travel to Chicago Public Schools to survey high school freshman• Administrate and facilitate survey workshops DePaul University , Chicago, IL <i>Service Immersion, March 2010</i> <ul style="list-style-type: none">• Participated in five service learning projects collecting clothing donations for parishes, landscaping a park, and assisting senior citizens with ten group members• Worked with kindergarten to grade 8 students of various ethnic backgrounds and of low social-economic statuses
Involvement	Ronald McNair Scholar, September 2009- Present PATHS Participant, September 2009-June 2010 DePaul Student Philanthropy Committee Member, September 2009-June 2010 DePaul Activities Board Member, September 2008-June 2009 STARS Mentee, September 2008-June 2009 Student Leadership Institute Participant, September 2008-June 2009 Winter Leadership Conference Participant, January 2009 Diversify Your Leadership Workshop Participant, October 2008
Additional Skills	Basic Knowledge of oral Spanish, competency in written Spanish Experience with Microsoft Word, Excel, PowerPoint, Access Working Knowledge of HTML/XHTML