

**Mitchell Prost**

Surrey, BC

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**Objective** I am an aspiring young professional seeking opportunities in the field of Student Affairs, specifically Residence Life.

**Education**

Sept. 2016 -  
present

*The University of British Columbia, Vancouver, BC*  
Bachelor's of Science in Biology with a Minor in Neuroscience

**Employment**

Aug. 2020 -  
present

*The Alma Mater Society of UBC*  
Housing Service Coordinator

- Tasked with the creation of a new service for Canada's largest student society
- Developed a feasibility study for different potential aspects of the Service
- Plan, coordinate, and organize efforts to recruit students and organizations to promote our Services to the community
- Connected with existing housing-focused services and other student organizations both on- and off-campus to develop the service.

Aug. 2020 -  
Sept. 2020

*UBC Student Housing and Community Services*  
Student Peer Advisor

- Support Residence Opening activities.
- Assist with task list completion for all residence areas.
- Prepare promotional materials for staff, parents, and students.
- Coordinate plans for resident check-in processes and Commonsblock activities for Move In Days.
- Assist with the wrap-up of Move In.
- Support with various Advisor Orientation activities.

Aug. 2019 -  
Apr. 2020

Senior Residence Advisor

- Lead a team of eight residence advisors in the Orchard Commons Residence, indirectly supporting over 270 new-to-UBC students.
- Lead team programming for a targeted audience of over 500 residents.
- Oversee the creation of incident reports for all of Orchard Commons and Ritsumeikan house (1000+ residents).
- Served as the Marketing and Communications Liaison for the UBC Residence Musical, supervising two Marketing Assistants.
- Coordinated executive hiring for the UBC Residence Musical, including marketing, screening over 70 applications, and scheduling of over 30 interviews.

May. 2019 -  
Apr. 2020

Administrative Assistant

- Assisted in the management of the Residence Life budget for four residences

- Processed reimbursements for Residence Advisors and track spending.
- Wrote cheques for advisors' programming purchases.
- Processed administrative documents on behalf of the Residence Life Managers.
- Prepared reimbursement spreadsheets for the Director of UBC Residence Life and Administration.
- Assist in the scheduling of Advisor Orientation, Senior Advisor Orientation, and Residence Coordinator Training.

Aug. 2017 -  
Aug. 2019

Residence Advisor

- Advised in communities ranging from 45 to over 100 residents
- Ran regular community meetings and events targeted to enhance the residence experience and transition to UBC.
- Served as band director and logistics director of the First Year Residence Musical which involved hiring a team of eight first-year executives and supervising them throughout the year
- Responded to crisis situations in residence

**Leadership**

*Volunteering*

- Project Team Member of the UBC Student Leadership Conference (SLC)
- Associate Director for Admin and Finance of the Pacific Affiliate of College and University Residence Halls (PACURH)
- Member of the National Association of College and Residence Halls (NACURH) Board of Directors
- Member of the Greater Vancouver Board of Trade's Regional and Civic Affairs Committee
- Vice Chair of the AMS Advocacy Committee
- Executive Board Member of the UBC Residence Hall Association
- President of the UBC National Residence Hall Honorary
- Research Assistant at BC Children's Hospital
- Member of the NACURH "Of the Month" Awards Selection Committee
- Member of the UBC Library Student Advisory Committee
- Member of the UBC Vice President Students (VPS) Student Advisory Council
- Member of the Volunteer Advisory Committee of Vancouver Coastal Health

*Awards*

- 2019 and 2020 UBC President's Student Leader Recognition Event Invitee
- Executive Board Member of the Month for July 2019
- Samuel Yellin Award for Commitment to NRHH
- Top Residence Advisor of the Term
- Cmolik Scholarship

**Certifications**

Certified Associate in Project Management (CAPM)  
Standard First Aid with CPR-C-AED  
QPR Gatekeeper Certificate