

Renelyn Sevilla

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SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

PROFESSIONAL EXPERIENCE

GUEST SERVICES ASSISTANT
New Brunswick, NJ

10/2022-11/2023

- Maintained healthy work relationships with coworkers
- Assisted in the development and implementation of student center policies, procedures, and safety protocols.
- Learned Student Center software and procedures
- Cultivated proper communication skills with coworkers and guests
- Participated in staff training sessions and meetings to enhance knowledge of campus resources and improve customer service skills.
- Managed front desk operations, including greeting visitors, answering inquiries, and directing students to appropriate resources.

BUILDING OPERATIONS MANAGER
East Brunswick, NJ

11/2023-

- Collaborated with campus stakeholders, including student organizations, academic departments, and administrative offices, to support campus events, activities, and initiatives hosted at the student center.
- Conducted regular inspections of the facility to identify maintenance needs, safety hazards, and compliance issues, taking corrective action as necessary.
- Implemented emergency preparedness plans and procedures, including evacuation drills and response protocols, to ensure the safety and security of occupants during emergencies.
- Oversaw daily operations of the student center facility, ensuring a safe, clean, and welcoming environment for students, staff, and visitors.
- Managed two different student center buildings
- Led a team of 3+ employees during shifts

New Brunswick, NJ

- Chosen as a member of the highly selective Fellows in Racial Justice Learning Community, a one year, cross-campus, intellectual learning program focused on renewing, enriching, and maximizing ongoing racial justice efforts on campus
- Working with other Fellows to create a social action project (SAP) related to storytelling and representation that will uplift the voices and validate the experiences of marginalized communities
- Spent a semester developing and refining the following skills: cultural responsiveness, community-oriented solution development, public speaking, and research ability
- invited to present my SAP at the 2024 Racial Justice Summit, the only student-run tri-campus event at Rutgers

EDUCATION

RUTGERS UNIVERSITY-NEW BRUNSWICK, New Brunswick, NJ
Candidate for Bachelors of Arts

Expected in 05/2025

ADDITIONAL SKILLS

TECHNICAL SKILLS: EMS, Microsoft Office Applications, Crowdfind

SOFT SKILLS: Attention to detail, multitasking, cooperative, quick learner