

TOP SECRET

Secret Agent

NAME NGUYEN, CHRISTINE | **NO.** 001



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CALIFORNIA STATE UNIVERSITY, EAST BAY
RESIDENCE HALL ASSOCIATION
EXECUTIVE BOARD PRESIDENT
2014-2015



BACKGROUND CHECK

Statement of Intent



March 2, 2014

Dear RHA Selection Committee,

My name is Christine Nguyen and I am a transfer student from Huntington Beach, CA. I am majoring in Health Sciences with an option in Pre-Clinical and Pre-Doctoral. Transferring from Orange Coast College, I was named Student Leader of the Year in 2011 by the school for making a difference in my organization, community and creating new and upcoming leaders. I was the President of Orange Coast College Circle K International (OCC CKI) in 2010-2011. I am currently a student assistant at the University Village (UV) and the President of UV Area Council. I love getting involved with extracurricular activities and love helping others. I am always pushing everyone I know and work with to push themselves further and to do more and better than what they expect from themselves. I am ambitious and always aiming for excellence.

I am applying for the Residence Hall Association (RHA) President position because I want to make a difference in my community. By making a difference in my community, it can be a small difference like giving awareness about diversity, volunteering at a local homeless shelter, or holding programs about how to build your credit or which bank is right for you. I want the President to have school spirit not in just wearing CSUEB attire, but to actually *be* spirited. The President should always be the first to paint their face, to start a cheer, and to lead by example. I believe that I am that example. I want to build a community at CSUEB with a strong leadership team and recognize residents and our team the amazing work we do.

I know that this position will take a lot of dedication, effort and time and I know that the RHA board will have our successes and struggles, but I believe that with a strong leader, we can persevere through any obstacles we go through. This is why I believe that I will be a great candidate for the RHA President position.

Sincerely,

Christine Nguyen

TOP SECRET

Christine Nguyen

25400 Carlos Bee Boulevard Unit #360
Hayward, CA 94542

(714) 306-3036
cnguyen296@horizon.csueastbay.edu

Resume

OBJECTIVE

To obtain a leadership position to gain more knowledge in the college life residency community.

PROFILE

- Organized and experienced in leadership, communication and patience
- Flexible and quick learner who adapts easily to new situations
- Excellent communication skills, follows directions
- Self-motivated professional who pays attention to detail with accuracy and precision
- Problem-solver and team player who is interpersonal
- Computer knowledge and skills in the following: Microsoft Word, Microsoft Excel, Microsoft Spreadsheet, PowerPoint, Internet, 85wpm

EXPERIENCE

SENIOR LIVING COMMUNITIES - Fullerton, CA
04/2007 - 08/2012

Receptionist, Administration Assistant
Senior home for assisted living and memory care with Alzheimer's Disease and dementia. Plan activities, help and assist nurses with residents, handle incoming and outgoing phone calls, file medical records, make appointments, greet residents and family members.

ORANGE COAST COLLEGE CIRCLE K INTERNATIONAL - Costa Mesa, CA 08/2009 - 06/2011
Club President, Fund-raiser Chair

Conducted weekly club and board meetings and established Kiwanis and school relations while promoting service, leadership, and fellowship.

- **Circle K Outstanding Leadership Award** - 05/2011 - For the visionary guidance and have made the greatest contribution of voluntary service to the Orange Coast College community and the community at large.

- **Orange Coast College Club Officer of the Year** - 05/2011 - Recognized an outstanding example of leadership, work ethic, and integrity by a club officer who has dedicated to the success of all club members and activities.

- **Distinguished Club President** - 03/2011 - Circle K Club President who demonstrated excellent achievement in her role illustrating her dedication, participation, and contributions to Circle K.

CALIFORNIA STATE UNIVERSITY, EAST BAY - Hayward, CA
12/2013 - Current
University Village Student Assistant

Plan active and passive programs, knowledge of housing policies and procedures, check-out game and equipment rentals, resident lock-out procedures, conduct rounds.

CALIFORNIA STATE UNIVERSITY, EAST BAY - Hayward, CA
11/2013 - Current
University Village Area Council President

Conduct weekly executive board meetings and establish a relationship with the university's Residence Hall Association while promoting active and passive programs to the residents of University Village.

EDUCATION

2013-present CALIFORNIA STATE UNIVERSITY, EAST BAY, Major: Health Sciences
2007-2013 ORANGE COAST COLLEGE, Associate of Arts degree, Major: Nursing
2004-2007 HUNTINGTON BEACH HIGH SCHOOL, High School Diploma

REFERENCES AVAILABLE UPON REQUEST

TRAINING ACADEMY

Time Commitments for the 2014-2015 Academic Year

Academics: 16 units = 12 hours

RHA: 8 hours
Greek Organization: 4 hours



CSUEB DEPARTMENT OF HOUSING SECURITY

*Letter of
Recommendation*

March 3, 2014

Dear RHA Selection Committee,

It's with great pleasure I write this recommendation letter for Christine Nguyen for the position of Residence Hall Association (RHA) President. Being a Resident Assistant for University Village (UV) , I worked with Christine as she represented University Village as Area Council President and student assistant. I can say her hard work and dedication as president and student assistant was evident as the University Village had one of its most successful quarters ever!

One of the key things a person can do while serving in office is improve throughout their term. Christine evolved so much from the start of her term. Under her leadership, the UV's community began to flourish and has continued to grow better throughout the quarters. She has been a great advocate for the residents here at University Village and has helped tremendously with both her position in area council as well as being a student assistant. Although many people were skeptical about the successes of the UV, the UV Area Council worked to advocate for all the residents of their community. Christine also developed an amazing relationship with her council's leadership board which I have rarely seen matched by others. That is one of the most important components a president can do. Christine would hold leadership meetings weekly to discuss club issues and at the same time enhance her relationship with each officer. As a person who has been around RHA for the last 3 years, I have seen many RHA board members go through very trying times.

When Christine contacted me to write this letter of recommendation for RHA President, I was not surprised. She is a creative thinker, a true scholar and is revealing herself to be a talented leader who has managed to make a strong impression on me. She is a wonderful woman who has taken on so many tasks here at UV and has succeed at every one of them. I am sure she would do great as a leader in RHA and furthermore I think it would help her grow and she would be able to use her current talents as well as the talents she would get from being a part of RHA for professional development. I recommend Christine with my highest regards. In my view, Christine has the skills and the drive to be a successful RHA President. She would also contribute to enhancing the entire community through her proven leadership and passion for community service, social and educational programs.

Sincerely,

Adriana M. Avila
Resident Assistant
University Village
California State University, East Bay



DUAL MISSIONS

Vision Statement (Personal Goals)

- **Make a difference within a community** - It can be small difference like giving awareness about Alzheimer's Disease or Dementia, having a program about which bank is good for you, or volunteering at a local homeless shelter. I believe that the small things we do can make a huge difference within a community.
- **Be present and live in the moment** - I am always worrying about deadlines and preparing for things in the future and I sometimes forget to live in the moment.
- **Take more pictures** - I am infamous for not taking a lot of pictures unless it's a challenge of some sort. Taking pictures allows memories and a chance to look back at the amazing places and things I have done.

Mission Statement (President Goals)

- **Have more school spirit as a whole** - I have noticed that CSUEB is not spirited and that the prime examples to be leading that spirit should be RHA. RHA should be able to create their own cheers, present and teach it at every RHA General Assembly.
- **Build a community** - Having events planned out ahead of time, advertising ahead of time, and having various types of programs can build a community. Some examples would be community service programs, social programs, and leadership programs.
- **A week long program of Battle of the Buildings** - I believe that Battle of the Buildings should be a week long event where RHA have programs dedicated to certain days. For example, on Monday, Area Council would teach their area their cheers. On Tuesday, we would have an area vs area in a picture scavenger hunt. On Wednesday, we would beautify our school by walking around campus and picking up trash. On Thursday, we would have a picnic or a BBQ and do trivia questions, icebreakers, and mini challenges in preparation for the big finale. On Friday, we would take residents on a bus to volunteer at a homeless shelter. And to top off Battle of the Buildings on Saturday, we would have jumping houses, obstacle courses, and spirit battles to determine the winner of Battle of the Buildings.
- **Work and be the liaisons with each Area Council** - My goal with Area Council is to have one RHA Executive Board Member attend their assigned Area Council meetings and be the liaison for RHA. For example, RHA Vice President of Internal Affairs would be assigned to Area 1, RHA Vice President of Finance with Area 2, RHA Vice President of External Affairs with Area 3, and RHA Vice President of Programming with Area 4 (UV). They RHA Executive Board Members will then attend the RHA board meetings and report to us on how each area is doing: what they need help with, their struggles, if RHA can help, and their successes.
- **Recognition of Residents** - I hardly see recognition during the 2013-2014 RHA term and I believe that recognition is huge in getting residents excited for programs. With recognition, I'd like to have "Residents of the month" at RHA General Assembly. I'd like to also have an "End of the Quarter" re-cap of events and programs with a slideshow.
- **Improve RHA General Assembly** - I would like to pass out agendas to every single resident and staff attending the general assembly. I would also like there to be school spirit shown by the RHA executive board members, and have a PowerPoint as a presentation because it is hard for residents to sit in the back and pay attention if the RHA board is talking way too fast or too quiet.

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