

Heather A. Harmon

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Education

2007 Bachelor of Fine Arts in Illustration
University of Massachusetts Dartmouth (UMD); GPA - 3.742

Work Experience

- Sept. 07 – Aug. 09 **Art Coordinator/ Assistant Activities Director**
As the Art Coordinator, I created art projects to promote community and to express the different cultures of the residents. I developed and ran social, athletic, and creative activities and groups for residents of all different ability levels. As the Assistant Activities Director I helped the Director of Activities with various office work, including creating and updating monthly resident, volunteer, and staff schedules, planning outings and events, and coordinating activities with different departments.
- Jan. 08 – Sept. 08 **Core Processor**
Putnam Investments, Andover MA
As a Core Processor, I processed all shareholder requests via mail. I updated personal information, deposited checks and money orders, withdrawals, transfers, rollovers, and set up new accounts while complying with all fiduciary laws and regulations and Putman's standards for timeliness and quality control.
- Aug. 04 – Jan. 07 **Resident Assistant (RA) & Assistant Resident Director (ARD)**
Elmwood and Roberts Hall, UMD
As an RA, I worked in both freshman and sophomore/junior residence halls that had approximately 400 students with RA staffs of 11. My job entailed creating community, networking among students, roommate mediation, student development, programming, monthly floor meetings, informational resource, and upholding housing rules and regulations. As an ARD, in addition to my regular RA duties, I worked closely with a Resident Director while accomplishing office work, judicial paperwork, team building with the RA staff, managing RA and Desk Attendant schedules, hiring and training Desk Attendants, and performed extra duties when without a RD.

Accomplishments

Employee of the Month
New England Homes for the Deaf, October 07
Networking Outside the Lines
Boston Area College Housing Association (BACHA)
Conference Award, 2006
RA of the Year
Roberts Hall, UMD 2004-05

Related Skills

Administrative
Agendas, Communication, Community Building, Conflict Resolution, Delegating, Ice breakers, Networking, Organization, Programming, Team Building, Time-management, Scheduling
Computer
Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Illustrator
Artistic
Acrylic, Water Color, Gouache, Colored Pencils, Pen & Ink, Charcoal

References available upon request