

# MATT NAZARIO-MILLER, M.ED.

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## EDUCATION

### Master of Education, Student Development Administration

Seattle University | Seattle, Washington

### Bachelor of Arts, Media Studies | Minor in Film Studies

University of San Francisco | San Francisco, California

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## STUDENT AFFAIRS & HIGHER EDUCATION EXPERIENCE

Office of Residence Life, Santa Clara University

### Resident Director, Loyola Residential Learning Community

*July 2017- August 2018*

- In collaboration with Leadership Team of 1 Faculty Director and 1 Spirituality Facilitator, facilitate the creation of a program curriculum that supports the mission of the Loyola Residential Learning Community (RLC) and student development for a residence hall of 290+ students from first-years through fourth-years in suite and apartment style living
- Oversee fiscal management with a budget of \$18,000 for residential program development and building operations
- Collaborate with University departments to provide residents with opportunities to enhance academic excellence, explore the spiritual component of their development, and cultivate a passion for learning inside and outside of classes.
- Recruit, supervise, train, and evaluate all RLC student staff members, including 1 Assistant Resident Director, 9 Community Facilitators, and 6 Desk Assistants with consultation support from the RLC Leadership Team
- Partner with a Faculty Director to successfully implement 6+ summer orientation sessions for incoming first-year students
- Serve as advisor and resource for student residents through personal consultation, welfare outreach and conflict resolution
- Advise resident student leaders in the RLC Leadership Council and facilitate annual retreat training workshops
- Serve as the primary Conduct Hearing Officer for the RLC, independently adjudicating conduct hearings, assigning educational sanctions for low-level to high-level student incidents with approximately 10 weekly hearings
- Train, coordinate and advise a weekly Peer Conduct Board of 8 undergraduate students adjudicating low-level cases
- Develop and facilitate diversity workshops with a committee of students, faculty and staff as a part of the Office of Multicultural Learning's Perspectives Committee initiative for students to build multicultural skills
- Participate in 24/7 on-call duty rotation to respond to campus-wide crisis situations as the second-level responder
- Coordinate aspects of facilities management and room assignment procedures in partnership with the Housing Office

Student Affairs Marketing & Communications, UC Davis

### Social Media Strategist

*July 2017- August 2018*

- Developed strategic social media marketing to support the Division of Student Affairs and its associated student services
- Maintained UC Davis brand continuity and social media guidelines in partnership with multiple student affairs areas
- Created social media campaigns for Campus Recreation, UC Davis Stores, Student Housing and Dining Services, Student Health and Counseling Services, Student Life, Student Academic Success Center and Undergraduate Admissions channels
- Coordinated organic and paid content for 27+ divisional channels across Facebook, Instagram, Snapchat and Twitter
- Directed and facilitated division-wide workshops for student leaders and staff focused on marketing and social media
- Produced photography and videography content for social media in collaboration with multimedia specialists
- Assessed and evaluated divisional social media marketing practices with focus on innovative student engagement
- Supervised team of 6 undergraduate student assistants contributing written and visual content to social media channels
- Partnered with associate director in developing overarching divisional social media strategy, policies and work flow
- Analyzed and communicated regular metrics from Facebook, Twitter and Instagram channels for client partners
- Generated metrics reports for paid and unpaid social media marketing campaigns to assess student engagement and reach
- Advised undergraduate student organizations and student affairs professional staff in communications best practices
- Participated in university-wide social media group to strengthen ties with other divisions and share best practices

## Office of Marketing &amp; Communications, Seattle University

**Social Media Marketing Specialist***July 2016- July 2017*

- Managed development and execution of social media strategies and campaigns in partnership with campus stakeholders
- Consulted university stakeholders on social media marketing, providing guidance on brand integration and best practices
- Implemented consistent voice on Seattle University's social media channels and oversaw daily community engagement
- Supervised team of 6 undergraduate student interns contributing written and visual content to social media channels
- Advised and partnered with undergraduate student organizations to develop social media marketing campaigns
- Analyzed key performance indicator metrics to assess university social media channels against peer institutions
- Monitored 6+ social media channels and performance to guide social media content and departmental marketing strategy
- Collaborated with all colleges and departments to develop mission-driven digital campaigns for enrollment and retention
- Presented initiatives and strategies at monthly committee of marketing directors to launch university-wide campaigns
- Maintained and updated online institutional social media guidelines, standards, policies, tools and tutorials

## Residence Life Office, Rhode Island School of Design

**Graduate Resident Director, Pre-College Program***June 2016- August 2016*

- Supervised RA staff of 6 undergraduates in residence hall with 150+ domestic and international high school students
- Facilitated regular one-on-one student staff meetings to manage wellness, accountability and performance expectations
- Designed and facilitated identity and inclusion-focused workshop for 19 new and continuing undergraduate RA staff
- Coordinated and implemented building programming, including a focus on a gender inclusive residential community
- Participated in rotational on-call system of duty coverage responding to campus-wide student crises and wellness
- Served as conduct officer for low-level hearings and administered developmental sanctions using Maxient software
- Directed residential room changes, damage billing, health and safety inspections and opening and closing operations

## Housing &amp; Residence Life, Seattle University

**Assistant Resident Director, Campion Residence Hall***August 2015- June 2016*

- Supervised RA staff of 21 undergraduates in residence hall with 700+ first-year, transfer, and continuing students
- Recruited, trained, selected, coordinated, supervised, and evaluated student staff training and personnel
- Coordinated and implemented building-wide programming, including learning community and hall council initiatives
- Responded to crises in on-call rotation including narcotics, assault, mental health, and medical transports
- Advised 25-person residence hall council to facilitate leadership development, programming, and community advocacy
- Collaborated with faculty to advise 2 student educational programming boards for residential learning communities
- Facilitated student conduct hearings and administered developmental, educational sanctions using Pave Systems software
- Served as interim co-director of residential building management and student staff in absence of Resident Director
- Designed and marketed advertisement materials for off-campus housing programs and recruitment
- Managed residence hall programming budget of \$7,000 and learning community budget of \$13,000

## International Student Center, Seattle University

**Program Assistant and Multimedia Producer***March 2016- June 2016*

- Assessed and researched best practices for international student services and digital media marketing
- Advised Queer International Association student group in collaboration with campus partners
- Implemented and tracked departmental content marketing plan on Twitter, Facebook, and Instagram
- Produced video content spotlighting international student narratives within the university context

**LEADERSHIP & FACILITATION EXPERIENCE**

Student Affairs Speaks Programming Committee, NASPA National Conference 2019

*March 2018-March 2019*

Digital Leadership Network, Higher Education and Student Affairs

*December 2017-August 2018*

Communications On-site Intern and Graduate Ambassador, The Placement Exchange

*Oct 2015-Mar 2016*

Communications Chair, Seattle University Student Development Association

*July 2016-June 2017*

Seattle University Student Development Association Professional Development Committee

*Aug 2015-June 2017*

Graduate Liaison, NASPA Technology Knowledge Community

*Jan 2016-March 2017*

iLead Conference Presentation: Digital Presence and Leadership, Seattle University

*April 2016*