

HANNAH JEAN PEAK

1435 E Elm Street, Apt. 301, Springfield, MO 65802

hjpeak@gmail.com | peak8196@live.missouristate.edu | (417) 773-1275 | [linkedin.com/in/hjpeak](https://www.linkedin.com/in/hjpeak)

OBJECTIVE

A passionate emerging student affairs professional seeking a position within a challenging and evolving workplace where my knowledge of conduct policy and procedures, as well as educational philosophies will create a conducive learning environment for students at Missouri State University.

SKILLS

Problem-solving
Collaboration
Organization

Adaptability
Interpersonal Skills
Compliance

Developmental Theory
Assessment
Proactive

CliftonStrengths: Communication, Restorative, Woo, Empathy, Learner

WORK EXPERIENCE

Missouri State Bear POWER, Springfield, MO

Graduate Assistant

August 2019-Present

- Advise 6-8 students one-on-one in social, academic, and independent living skills to ensure their success at the collegiate level and post-graduation
- Attend meetings with both on-campus and off-campus partners to build networking and supportive community connections
- Communicating with faculty to collaborate on individualized accommodations and modifications to courses
- Supervise a social media team for Facebook and Instagram with a follower base of over 3,000 people
- Planning event components of admissions process, including open house and summer leadership retreat
- Aid in administrative tasks such as answering emails and phone calls

Missouri State Academic Advising and Transfer Center, Springfield, MO

Summer Practicum Intern

May 2020-July 2020

- Focused on the experiences of transfer students and aided transfer advisors in projects including a more accessible communication plan
- Served on a website re-design committee to make the transfer center site more accessible and student-focused
- Participated on a search committee with all office staff for new office administrative assistant
- Researched the history and importance of academic advising
- Developed a personal advising philosophy based in appreciative advising theory

Missouri State Office of Student Conduct, Springfield, MO

Spring Practicum Intern

January 2020-May 2020

- Learned and researched foundational policies for student conduct in student affairs
- Implemented policies and regulations that guide the conduct process at the university
- Developed a personal conduct philosophy based in restorative justice and the educational outcomes of the conduct process
- Evaluated and re-designed new grading rubrics for conduct-sanctioned essays
- Received training in Maxient, an online conduct-reporting system

Republic High School, Republic, MO

Student Teacher

January 2019-May 2019

- Provided classroom support to general education students and students who receive special education services in English I co-taught, Applied Communications, Reading, and Resource classes
- Developed detailed lesson plans that aligned to the Missouri Department of Elementary and Secondary Education (MO DESE) curriculum standards
- Assisted with my cooperating teacher on after-school Core Subject Tutoring and English department collaboration
- Administered standardized testing, including the ACT
- Attended Individualized Education Plan (IEP) and Student Intervention Team (SIT) meetings

Residence Life, Housing, & Dining Services, Springfield, MO

Resident Assistant

August 2016-December 2016

- Assessed and responded to the needs and concerns of 45 residents on a housing wing including incoming, transfer, and international students
- Planned and implemented educational, recreational, and social programs to spread awareness and to help students network with one another
- Mediated roommate conflict issues
- Collaborated with a team of 17 other RAs and 3 supervisors to establish and enforce rules and regulations within the residence hall
- Managed administrative duties including budgeting, maintenance requests, incident reports, and room transfers

Summer Assistant

May 2016-July 2016

- Engaged with both leaders and participants of different camps and conferences to ensure that their overall visit and residency on-campus during the summer ran efficiently
- Performed on-call duties such as resolving resident concerns and walking safety rounds in each occupied residence hall building
- Assisted in check-in and check-out processes including organizing key packets and tracking sign-in sheets
- Announced safety presentations to each group of conference and camp guests

EDUCATION

Master of Science, *Student Affairs in Higher Education*

Missouri State University, Springfield, MO

Anticipated Graduation May 2021 | GPA: 3.98/4.00

Bachelor of Science, *Special Education Cross-Categorical*

Missouri State University, Springfield, MO

Graduated May 2019 | GPA: 3.45/4.00

RESEARCH & PRESENTATIONS

Peak, H. J. (2020-2021). Not fitting in: The effects of the physical campus environment on fat undergraduate women. [Unpublished manuscript]. Department of Counseling, Leadership, and Special Education, Missouri State University.

Peak, H. J. (2021). Assessing and developing race-conscious admissions practices for graduate programs at Missouri State University. [Unpublished manuscript]. Department of Counseling, Leadership, and Special Education, Missouri State University.

COMMITTEE INVOLVEMENT

Graduate College Inclusive Admissions Committee (2020-2021)
Academic Advising and Transfer Center Website Re-Design Committee (2020)
Academic Advising and Transfer Center Administrative Assistant Search Committee (2020)
Office of Student Engagement Assistant Director of Involvement Search Committee (2020)

ORGANIZATIONAL AFFILIATION

Student Affairs Graduate Student Association, *Historian* (2020-21)
Chi Sigma Alpha National Student Affairs Honor Society, *Member* (2019-20)
Student Affairs Administrators in Higher Education (NASPA), *Member* (2019-2020)

REFERENCES

Rachel Heinz, Director of Missouri State Bear POWER
Missouri State University
(417) 827-4618
RachelHeinz@MissouriState.edu

O. Gilbert Brown, Faculty in the Student Affairs in Higher Education Graduate Program
Missouri State University
(417) 836-5287
GilbertBrown@MissouriState.edu

Amanda Hamilton, Special Education Teacher
Republic High School
(417) 732-3650
Amanda.Hamilton@RepublicSchools.org