

Victoria Hoffman

(405) 762-2609 – victoriahoffmanpro@gmail.com
victoriahoffman.wordpress.com

EDUCATION

University of Tennessee, Knoxville, TN Expected May 2026
Master of Science in College Student Personnel

University of Central Oklahoma, Edmond, OK May 2024
Bachelor of Arts in Organizational Communication and Strategic Communications
Minors in Leadership and Criminal Justice

WORK EXPERIENCE

University Housing – University of Tennessee July 2024-Present
Assistant Hall Director of Volunteer Hall

- Supervise and mentor a team of 15 Resident Assistants and 16 Office Assistants, providing guidance on programming, administrative tasks, and conflict resolution.
- Advise the Hall Resident Association to plan community development events while mentoring an executive board of 7 student leaders.
- Oversee Resident Assistant committees including Public Relations, Habitat for Humanity, Office Manager, and Professional Development.
- Serve on the Student Staff Training committee to improve the training and onboarding experience of 200 incoming Resident Assistants.
- Respond to resident and parent concerns about individual needs and building-wide construction.
- Assist with crisis response and on-call rotation of 5 buildings to help ensure student safety and compliance with university protocols.
- Facilitate a symposium of 15 Resident Assistant candidates by presenting on leadership skills and University Housing protocol.
- Interview over 50 Resident Assistant candidates in a 2-round interview process including a 2:1 interview and a presentation.
- Review and respond to conduct cases involving University Housing policies utilizing the Maxient platform.

New Student and Family Programs – University of Massachusetts May 2025-July 2025
NODA Graduate Intern

- Supervised 35 Orientation Leaders and 5 Student Coordinators, focusing on their student development, critical thinking, and time management skills.
- Created a facilitation guide for professional staff to use during online orientation sessions.
- Developed volunteer guides to help university partners effectively help incoming students navigate campus and provide correct information.
- Organized the functionality of storage rooms and adjusted the process of preparing for future sessions.
- Conducted mid-summer evaluations to improve the overall experience and development of Orientation Leaders.
- Taught students the importance of personal wellness by conducting training on hygiene, mental health, and physical well-being.

Dean of Students – University of Tennessee January 2025-May 2025
Center of Basic Needs Intern

- Partnered with the Director of Basic Needs to find stress points in the center and help find a solution to help more students with limited staff.

- Reviewed student intake forms requesting emergency funds and responded appropriately with on and off campus resources and the opportunity to discuss future options.
- Educated campus partners on the resources that the Center of Basic Needs provides such as the pop-up barber shop, Smokey’s Closet, the Big Orange Pantry, and emergency fund.
- Started development of an intern guide to explain how to utilize Maxient for case management and communication with students.

New Student and Family Programs – University of Central Oklahoma

January 2023-July 2024

Orientation Intern, March 2024-July 2024

- Prepared 13 orientation sessions by organizing materials, creating name tags, and confirming details with campus partners.
- Created opportunities for Orientation Leaders to make meaningful relationships outside of sessions.

Stampede Week Director, January 2023-August 2023

- Planned 11 events that had an average attendance increase of 25% with our finale event having an increase of 50%.
- Coordinated 50 volunteers to support welcome week events to help ensure smooth operation and strong participation.

Housing and Residential Engagement – University of Central Oklahoma

January 2021-May 2024

Head Resident Assistant, September 2022-May 2024

- Engaged with residents by planning events and actively communicating to create an inclusive environment.
- Provided a 2-hour long training session for 45 Resident Assistants on how to program effectively and how to consider resident’s wants.
- Served as a resource to Resident Assistants by providing 1:1s, creating campus resource documents, and planning staff bonding activities.
- Interviewed Hall Director candidates for multiple buildings with differing student needs.

LEADERSHIP EXPERIENCE

WinterGlow Executive Director, University of Central Oklahoma	September 2022-May 2024
Baker, Twisted Tree Baking Company	August 2022-June 2024
Alternative Breaks Weekend Trip Leader, University of Central Oklahoma	August 2022-May 2024
Big Event Director of Business Development, University of Central Oklahoma	August 2022-May 2024
Leaders of Tomorrow Member, University of Central Oklahoma	May 2021-May 2024
Cashier, Daylight Donuts	February 2020-July 2022
Homecoming Director of Outreach, University of Central Oklahoma	February 2021-November 2021
Student Programming Board Member, University of Central Oklahoma	October 2020-May 2021

AWARDS

Hall Association of the Year, University of Tennessee	April 2025
Most Spirited Hall Council, University of Tennessee	April 2025
Outstanding Leader, University of Central Oklahoma	May 2024
Senior of the Year, University of Central Oklahoma	April 2024
Top Central Broncho, University of Central Oklahoma	April 2024
Junior of the Year, University of Central Oklahoma	April 2023
Resident Assistant of the Year, University of Central Oklahoma	May 2023
Above and Beyond the Call of Duty, University of Central Oklahoma	May 2023
Sophomore of the Year, University of Central Oklahoma	April 2022