

Christina Viglietta

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Education:

Radford University

Bachelor's of Science in Technical Theater.

Old Dominion University

Master's of Science in Parks, Recreation and Tourism Studies. Expected 2020.

Skills:

Knowledge of Mac and Windows operating systems

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Virginia Driver's License

Leave No Trace Trainer Trained

Experience:

Old Dominion University

Graduate Administrative Assistant: August 2018- Present.

Assigned to a faculty member to assist with administrative duties and research project the faculty member maybe facilitating. Administrative tasks include but not limited to answering the phones and taking message, sorting and filing documents and emails, setting up appointments for faculty members and the department.

Camp Mack Morris: Boy Scouts of America

Summer 2019: Program Director.

Coordinate with the camp director. Promote day camp attendance at roundtables, leader meetings and events. Assist with supervision and trainings of staff. Assist staff in planning and conducting successful day to day activities. Evaluate program and identify potential 2020 leadership.

Summer 2018: First Year Camper Director.

Lead staff in producing and managing a program for scouts of middle school age learning the basic outdoor skills such as but not limited to tying knots, camping, Leave No Trace principles, fire building, and cooking.

Scenic Designer

Radford University 2015-2018.

Used hand drafting, AutoCAD and VectorWorks to complete drafts/designs for the scene shop

Stagedoor Manor Performing Arts Training Arts Center June – August 2017.

Used hand drafting, AutoCAD and VectorWorks to complete drafts/designs for the scene shop.

Bayport Scout Reservation: Boy Scouts of America

Assistant Program Director: Summer of 2015.

Planner of Weeblos week, providing a Tuesday evening event, and doing market badge scheduling and any changes that needed to be done. Over saw the directors of half the program areas, including 1st year program, Climbing Tower, Scout Craft, and WaterSports.

Secretary/Front Office Staff: Summer of 2014.

Standard office work; such as filing, copying, faxing and running errands.

Volunteer Experience:

Alpha Phi Omega: Co-ed National Service Fraternity.

Current member Fall 2015-Current

2017-2018: President.

Leads exec board members and helps carry out their position to their fullest.

Handles confidential information including but exceeding issues with membership conflicts, issues between exec board members and issues that are brought down from the National Office.

2016-2017: Vice President of Service.

Planned and carried out four or more service projects a week. Handled the recording of all service projects and the hours gained or lost from chapter members.

Venturing Crew 1737: Boy Scouts of America

Crew Advisor: 2016-Current.

Providing opportunity for scouting advancement, hard skills, and life skills to males and females from the ages of 14-20.

Awards:

Council Venturing Leadership Award Recipient 2017

"In order to recognize Venturers and Venturing Advisors who have made exceptional contributions to Venturing and who exemplify the Scout Oath and Law, councils, areas, regions, and the BSA National Council."

Venturing Ranger Award Recipient 2016

"Award exemplifies a challenging high-level outdoor/high-adventure skills advancement program. This identifies a Ranger as a person who is highly skilled at a variety of outdoor sports and interests, trained in outdoor safety, and ready to lead or assist others in activities."