

# RICHARD T. KIOK

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## OBJECTIVE

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Energetic and meticulous former consultant with nearly 10 years of recruiting experience seeks to make a career change by obtaining a position in a college/university working alongside students, faculty, and administration with particular interest in the areas of student activities and admissions.

## RELEVANT EXPERIENCE

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### **PricewaterhouseCoopers, Management Consulting (New York, NY) 2000-2001 Consultant (Human Resources Data Warehouses)**

- Designed, constructed, tested, and documented reporting systems for data warehouses.
- Engaged in undergraduate recruiting activities of all forms: Made presentations and answered questions at on-campus information sessions; pre-screened candidates and evaluated resumes at career fairs; and evaluated candidates during on-site interviews.

### **Journal of Young Investigators, Inc. (<http://www.jyi.org/>) 1998-2000 President and Chief Executive Officer (1999-2000)**

- Conducted the operations of the premier peer-reviewed undergraduate science journal. Supervised a staff of approximately 40 undergraduates from 30 colleges and universities across the country.
- Developed critical marketing, financial, business, and recruiting strategies to strengthen the organization's position as the eminent undergraduate research journal.
- Successfully coordinated JYI's Third Annual Editorial conference; forged a partnership with Sigma Xi, The Scientific Research Society, to webcast and digitally archive the 1999 Sigma Xi Forum; and directed the submission of a successful NSF grant proposal (#PHY-9815504).

### **University of Pennsylvania (Philadelphia, PA) 1995-1999 Vertex (Vice President), Hexagon Senior Society for Engineers (1998-1999)**

- Authored the tour guide manual, trained tour guides, and scheduled daily tours of Penn Engineering.
- Coordinated events for Penn Previews during which accepted high school seniors are invited to campus to attend luncheons, tours, and classes in order to aid their decision-making process.
- Interviewed candidates for the position of Penn Engineering Associate Director of Student Affairs.

#### **Other Activities**

- President, Society of Bioengineering (SoBE); Day Captain, Kite & Key Admissions Tour Guides; Associate Director for Bioengineering, Engineering Peer Advising Council; Member, Society of Women Engineers; and Mentor, Campus Hosting and Mentoring Program.

### **Cranbrook Kingswood Upper School (Bloomfield Hills, MI) 1992-1995 President, Gold Key Admissions Tour Guides (1994-1995)**

- Organized all campus tours for prospective boarding boys.
- Worked with the admissions staff to improve admissions events, activities, and training.
- Supervised and coordinated the boarding overnight.

#### **Residential Advisor (1994-1995)**

- Served as a liaison between students and faculty living in the boys' dormitory and provided support (both academic and personal) for students.

## EDUCATION

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### **University of Pennsylvania (Philadelphia, PA) 1998-1999 Master of Science in Biotechnology**

### **University of Pennsylvania (Philadelphia, PA) 1995-1999 Bachelor of Science in Engineering / Bioengineering**

- Engineers' Club of Philadelphia Young Engineer Award recipient, 1999; Hugo Otto Wolf Memorial Award recipient, 1999; and Society of Bioengineering Officer of the Year, 1997-1998.

### **Cranbrook Kingswood Upper School (Bloomfield Hills, MI) 1992-1995 High School Diploma**