

# ASIA MUELLER

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## EXPERIENCE

### **ResLife, Resident Assistant**

**Huston- Tillotson University | Austin, TX | Aug 2024 - May 2025**

- Provided leadership, support, and guidance to a community of students in a residential hall.
- Fostered a welcoming, inclusive environment by organizing social, educational, and cultural events for residents.
- Addressed student concerns and mediated conflicts, promoting a safe and respectful living atmosphere.
- Acted as a liaison between residents and university administration, conveying important information and policy updates.
- Enforced residence hall policies and procedures, ensuring the well-being and safety of all residents.
- Conducted regular building rounds and completed incident reports, addressing emergencies and maintaining security.
- Mentored residents, offering personal, academic, and career guidance, fostering student development and success.
- Collaborated with fellow RAs and residence hall staff to create a positive community and resolve housing-related issues.

### **IDEAL Summer Academy, Resident Assistant**

**Huston- Tillotson University | Austin, TX | Jun 2024 - Jul 2024 Jun 2025 - Jul 2025**

- Supervised and mentored prospective students, ensuring a positive and safe environment during their stay.
- Facilitated daily activities, including workshops, and recreational events.
- Managed field trips, overseeing student safety throughout off-campus excursions.
- Acted as a liaison between students, staff, and faculty to resolve issues and provide support.
- Fostered a sense of community through team-building exercises and activities to enhance the overall camp experience.

### **Music Department, Teacher's Assistant**

**Huston- Tillotson University | Austin, TX | Oct 2022 - May 2024**

- Assisting in the preparation of lesson materials, such as sheet music, multimedia presentations, and equipment setup for rehearsals and performances.
- Managing classroom logistics, including attendance tracking, assignment collection, and maintaining records.
- Coordinating with faculty to organize school concerts, recitals, and special events, ensuring smooth execution on performance day.
- Assisting with grading assignments and exams, and providing feedback on student performance.
- Maintaining a positive, encouraging learning environment by helping students stay engaged and motivated.

## EDUCATION

### **Computer Science, Software Engineering**

**Huston-Tillotson University | Austin, TX | May 2025**

GPA: 3.8

W.E.B. Du Bois Honors

### **Diploma**

**Manor High School | Manor, TX | Graduated: Jun 2022**

GPA: 3.8

Top 5%

### **General Studies**

**Austin Community College | Manor, TX | Graduated: May 2022**

GPA: 3.7

Relevant Coursework:

- SPCH-1315
- Public Speaking

SKILLS

Microsoft Word, Microsoft PowerPoint, Google Docs, Technical Documentation, Communication, Analytical Thinking, Troubleshooting, Creative Problem- Solving, Collaboration, Adaptability, Conflict Resolution, Time Management

**Programming Languages:**

Java, JavaScript, C++