

# KEITH LEE CORZINE

## EDUCATION

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1982	Western Carolina University <i>BSBA, Management</i>	Cullowhee, NC
1978	Pisgah Senior High School <i>Diploma</i>	Canton, NC

## PROFESSIONAL EXPERIENCE

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August 2002-Present                      Department of Residential Living  
Western Carolina University  
Cullowhee, NC

### *Acting Director*

- Responsible for all functions of a department of approximately 50 staff, which provides a variety of services to a residential population approaching 3,000. These functions include administrative, financial, and residential support services, as well as housekeeping and maintenance.
- Long and short range facilities planning, assessment and strategic planning.
- Assuring departmental collaboration and cooperation as necessary to provide programs and reach goals.

August 1999-August 2002                      Department of University Housing  
Western Carolina University  
Cullowhee, NC

### *Associate Director for Facilities*

- Accountable for all facilities related operational and financial functions within the Department of University Housing.
- Responsible for budget creation and management, and the approval of all purchases.
- Managed housekeeping operation of approximately 35 staff.
- Managed faculty/staff housing program of approximately 40 units.
- Managed maintenance operation of four staff and related student maintenance and paint crews.
- Supervised one staff member responsible for all student billing, budget maintenance, and purchasing and receiving.

June 1988-August 1999

Department of Residential Living  
Western Carolina University  
Cullowhee, NC

*Facilities Maintenance Coordinator/Assistant Director for  
Facilities*

- Hired as Facilities Maintenance Coordinator; title later changed to Assistant Director for Facilities.
- Primary responsibility of facilitating all maintenance needs for a campus population of approximately 3,000 students residing in 10 residence halls.
- Primary liaison between the Physical Plant and the Department of University Housing.
- Supervised both student maintenance and paint crews.
- Duties included purchasing materials and supplies, maintaining residence hall key system, furniture selection, project planning and coordination, minor budget involvement, inventory control, energy management, and all life safety systems.

June 1982-June 1988

Corzine Construction Company  
Clyde, NC

- Performed a variety of duties, including general labor, carpentry, and heavy equipment operation in a family owned residential and small commercial construction operation.
- Met with potential customers to plan and design projects.

PROFESSIONAL MEMBERSHIPS

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North Carolina Housing Officers (NCHO) (1989-present)

Southeastern Association of Housing Officers (SEAHO) (1989-present)

NCHO Host Committee (1998)

NCHO Program Committee (1991)

SEAHO Host Committee (1996)

PRESENTATIONS

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"Renovation for Year Round Conference Housing," ACUHO-I (1995)

"More Bang For Your Buck; A Student Maintenance Program," NCHO (1991)

WORKSHOPS ATTENDED

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"Fire Safety In College Residence Halls," Association of College Administration Professionals (October, 2000)

"Privatized Housing," Association of College Administration Professionals (March, 2001)

First Annual APPA-ACUHO-I Facilities Workshop (2002)