

AREAS OF EXPERTISE

Counseling, Management, Admissions, Orientation, Academic Advising, International Student Advising, Recruitment, First Year Experience/Transition, Probation, Lecturer, In-service Training, Graphic Design, and Internet Technology, Promotional Marketing

EDUCATION

MASTERS 2004 COUNSELING at California State University, Bakersfield, CA
MASTERS 1996 ADMINISTRATION at Cal Poly State University, San Luis Obispo, CA
BACHELORS 1990 POLITICAL SCIENCE at Cal Poly State University, San Luis Obispo, CA

1993 Graduate Studies at Pontifical University Comillas, Spain
1990 Summer Session Studies at Uppsala University, Sweden
1989 Sacramento Semester at California State University, Sacramento
1988 London Study Program at University of London, England

PROFESSIONS

EOP ADMISSION COORDINATOR SONOMA STATE UNIVERSITY | A.C.E. Advising Center | Rohnert Park, CA from 6/07 – Present
ASSISTANT TESTING DIRECTOR Review and determine Educational Opportunity Program admission selection for University.

- Provide academic advising, course assessment, academic planning and class scheduling.
- Teach UNIV 102 Freshman 1st Year Initiative Seminar as part of the EOP Program Academy.
- Coordinate all university related testing such as GRE, LSAT, EPT/ELM and others.
- Maintain working relationship between Fin Aid, Outreach, Admissions & Faculty contacts.
- Administer Academic Advising, Choosing a Major and Probation workshops for students.
- Design various marketing pieces to include, webpages, videos, forms, brochures & flyers.

OUTREACH COORDINATOR

CAL STATE BAKERSFIELD | Prospective Students Office | Bakersfield, CA from 9/01 - 6/07

- Coordinated student pre-registration, orientation, financial aid and application workshops.
- Provided transfer assistance & counseled students on personal, career and academic matters.
- Provided admissions, academic advising and course assessment for International students.
- Served on various high schools, community colleges and private/public agency committees.
- Designed various marketing pieces to include, webpages, videos, forms, brochures & flyers.

ADMISSION COORDINATOR

MASTERS INSTITUTE OF TECHNOLOGY | Student Affairs Office | San Jose, CA from 6/00 - 3/01

- Advised numerous distance-learning student enrolled in various degree on-line programs.
- Provided admissions, academic advising and course assessment for International students.
- Reviewed courses/major selection, prerequisites, transfer and graduation requirements.
- Evaluated transcript coursework, major selection and assisted in pre-registration sessions.
- Developed and utilized technology to maintain detailed & current records on each student.

EDUCATOR

MONTE VISTA MIDDLE SCHOOL | Social Science Department | Watsonville, CA from 9/99 - 6/00

- Taught a U.S. History academic course in the Social Studies department for 7 periods.
- Administered, evaluations and assessed student's coursework; projects, exams & term papers.
- Developed and maintained on-line tools for course assignments & lectures using the internet.
- Reported detailed and up-to-date reports of student's grades and academic progress.

EOP ADMISSION COORDINATOR

CAL POLY STATE UNIVERSITY | Student Academic Services | San Luis Obispo, CA from 7/94 - 7/98

- Advised students regarding schedules, course selection, major and career selection.
- Coordinated Summer Bridge computer and re-entry programs for Transfer Students.
- Evaluated policies/procedures that enhanced retention of 1st Year Freshman students
- Oversaw the supervision of Student Peer Mentor in a Multicultural Advising Center.
- Submitted quarterly reports of student's progress and EOP program effectiveness.
- Maintained a working relationship between Professor, Staff & Student Academic Centers.
- Designed various marketing pieces to include, webpages, videos, forms, brochures & flyers.

REHAB EVALUATOR

BUENAVENTURA EVALUATIONS | Services & Testing Office | Santa Maria, CA from 9/90 - 6/94

- Administered tests that assessed cognitive abilities and made verbal/written presentations.
- Evaluated the effectiveness of various vocational options for possible Rehab programs.
- Interpreted various tests and exams results and explained federal rules and regulations.
- Reported to the clients and their counselors the results of the client's examination results.

ADMIN ASSISTANT

CAL POLY | Graduate Studies & International Relations Office | San Luis Obispo, CA from 9/89 - 6/90

- Advised students on admission procedures, F-1 Visa, testing (TOEFL) and score requirements.
- Provided referrals to other campus student services that provided program activities.
- Helped determine student admission, I-20s, SEVIS, job authorization & transcript evaluation.
- Maintained files and reviewed essays and student applications to CSU IP country programs.
- Supported student recruitment, program inquiries and designed promotional materials.

MILITARY SERVICE

SPECIALIST

U.S. ARMY NATIONAL GUARD | at Ft. Leonardwood, MO

- 2000-2001 Personnel Administrator (75 Bravo)
- Rank of E-4
- 540th Battalion at Bell, CA

PROJECTS**STUDENT SERVICE PROJECTS**

PRESENTER	2007-08 AVID (Advancement Via Individual Determination) -Class Presentations on university requirements -University tours of colleges/universities
PRESENTER	2007-08 GEAR UP (Parent Components) -Career Beginnings presentation to parents -Mariachi Youth Festival participant
ORGANIZER	2007-08 BLACK HISTORY MONTH -Technology and video production of events -Webpage design/development of events
ORGANIZER	2007-08 Cal SOAP -I'm Going To College program planner -College, Making it Happen program planner
ORGANIZER	2007-08 CASH FOR COLLEGE -Financial Aid Workshop planner and coordinator -PALS (Police Action League) Workshop to both students and parents
ORGANIZER	2002-07 KERN COUNTY COLLEGE NIGHT -Planning Committee Member -Bilingual Session Speaker on Higher Educational opportunities
ORGANIZER	2002-07 CSUB FRESHMAN & TRANSFER STUDENT ORIENTATION -RUSH –A Orientation presenter and organizer -Online Registration website developer of forms online
ORGANIZER	2002-07 PREVIEW DAYS -Designer of Invitations & Itinerary Schedule -Video & webpage design/developer
WEBMASTER	2007-08 CSU BAKERSFIELD OUTREACH OFFICE -Maintained resources online for office -Producer of numerous video and powerpoint information resources -maintained specific campus profile updates online for university
PRESENTER	2007-08 "Making the Grade" Probation Workshops, Sonoma State University 2007-08 "Educational Opportunity Program" CSU Counselor Conference 2007-08 "Academics 101" Workshops UNIV 102 Freshman Seminar courses. Sonoma State

SPECIAL COMMITTEES

EOPS	2008-11 Extended Opportunity Programs & Services Committee, Santa Rosa Junior College
AAT	2008-11 Athletic Advisory Committee, Sonoma State
SC	2008-10 Scholarship Committee, Sonoma State
SAC	2007-08 Student Affairs Committee, Sonoma State
RUSH-A	2002-06 Summer Advising Programs, Cal State Bakersfield
FAFSA	2002-06 Financial Aid Budget Committee, Cal State Bakersfield
CMIH	2002-06 College Making It Happen Committee, Cal State Bakersfield
IGTC	2002-06 I'm Going To College Committee, Cal State Bakersfield
KCCN	2002-06 County College Night Committee, Kern Superintendent of Schools
SAP	1994-97 Summer Advising Program Committee, Cal Poly SLO

ADVISORSHIPS

BFS	2010-11 Ballet Folklórico de Sonoma State
BSU	2007-08 Black Scholars United at Sonoma State
LIA	1994-97 Latinos in Agriculture at Cal Poly, SLO
EOP	1994-97 Educational Opportunity Program at Cal Poly, SLO

CONFERENCE PARTICIPATION

C.S.U.	2002-11 California State University (CSU) state wide Testing Officers Conferences
H.A.C.U.	2006-07 Hispanic Association of Colleges & Universities (HACU) in Phoenix, AZ
C.S.U.	2002-07 California State University (CSU) state wide Counselor Conferences

CERTIFICATIONS

CPP	2007-08 Certificate of Completion 'Career Development' CPP, Inc/Stanford University SP-1184
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INTERNSHIPS

PUBLIC POLICY	<u>MEXICAN-AMERICAN LEGAL DEFENSE & ED. FUND in Sacramento, CA</u> 1989 Analyzed the political, social, economic and educational impact of state legislative bills
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SYMPOSIA

	<u>THE WASHINGTON CENTER Symposia at Washington, D.C., USA.</u> 1987 Studied the importance of the role and service of a nation's leaders
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SPECIAL ABILITIES

BILINGUAL SPANISH - ENGLISH Translate meetings, speakers and presentations.
KEY BOARD SANTA BARBARA BUSINESS COLLEGE Certified in typing at 71 wpm.
COMPUTERS PeopleSoft, Oracle, DreamWeaver, FileMaker Pro, Macs: Photoshop, iMovie, PCs: Word, Excel, Powerpoint, Publisher, MySpace, YouTube, & FaceBook media/video productions.

ACADEMIC INSTRUCTION

UNIVERSITY INSTRUCTOR: UNIV 102
Sonoma State University, Rohnert Park, CA
2007-08 Discussed contemporary issues that face 1st year college students

INSTRUCTOR: AgEd 102
Cal Poly State University, San Luis Obispo CA from
1994-97 Discussed contemporary issues that face 1st year college students

COLLEGE LECTURER: HUM 50
CUESTA COMMUNITY COLLEGE at San Luis Obispo CA in
1999 In established pool to teach Development (COUN 50) course

MIDDLE SCHOOL CERTIFIED INSTRUCTIONAL AIDE Templeton Middle School at Templeton CA in
1998 San Luis Obispo County Superintendent of Schools

ELEMENTARY EMERGENCY SUBSTITUTE TEACHER
1997 CBEST
1998 Certificate of Clearance

PROFESSIONAL AFFILIATIONS

A.S.C.A. American School Counselor Association
Pi Sigma Alpha **ΠΣΑ** National Honor Political Science Fraternity
A.P.S.A. American Political Science Association
A.U.S.A. Association of the U.S. Army
N.G.A.CA. National Guard Association of California

AWARDS RECEIVED

APPLAUSE AWARD 2007 Recipient, Sonoma State University
PIONEER AWARD 1996 Multicultural Agriculture Center at Cal Poly San Luis Obispo, CA
PRESENTER 2004 Received numerous school participation awards.

COMMUNITY SERVICE PROJECTS

CHINA GOODWILL AMBASSADOR TOUR, Beijing '08
Provided language tutoring and helped with the distribution of academic literature.

ROMANIA CHILDREN TO LOVE in Arad '06.
Visited orphanages and baby hospitals and helped put on children's summer program.

CECKIA ČESKÁ REPUBLIKA in Prague '06.
Visited local Spring Week production/plays and toured with local area representatives.

THAILAND MBMS INTERNATIONAL in Kho Khao Island '05.
Helped with the Tsunami relief efforts and reconstruction of homes due to the disaster.

HUNGARY CHILDREN'S CONFERENCE in Tihany '05.
Designed curriculum and taught a multinational cohort of middles schools students.

KENYA VISION VENTURES in Mt. Elgon '04.
Helped distribute livestock to widows and helped with the construction of training centre.

BRAZIL PALAVRA DA VIDA in Sao Paulo '02.
Provided language course and helped with the up-keep of a high school English Camp.

ITALY ASSESSORATO DE SARDENGA in Porto Cervo, Sardinia '98.
Tour of the island of Sardinia and then mainland with programs in Rome.

FINLAND VOLUNTEERS FOR PEACE in Helsinki '90.
Tour of Finland as I passed through Sweden to get to the U.S.S.R..

ESTONIA VOLUNTEERS FOR PEACE in Tallinn '90.
Examined the social and economic effects of transition Post Cold War Soviet Union.

RUSSIA SPUTNIK YOUTH CAMP in Moscow '90.
Academic Seminar Promoted international friendship & cooperation.

MEXICO MEXICALI OUTREACH in Mexicali '89.
Helped in construction projects of homes for low-income families.

FRANCE INTERNATIONAL CHRISTIAN YOUTH EXCHANGE in Paris '89.
Volunteered in a community work-camp project to help reconstruct community centers.

REFERENCES

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