

LUIS B. VEGA

Professional Vitae

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AREAS OF EXPERTISE

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

PROFESSIONS

- COORDINATOR** TESTING SERVICES & ASSESSMENT at Sonoma State University from 8/08 – present
- Administer admissions and placement exams such as EPT/ELM, GRE, and LSAT for the university.
 - Train and supervise a cadre of Testing Proctors for various test administrations throughout the year.
 - Develop and formulate the schedule of yearly testing dates of various placement exams.
 - Coordinate, schedule and administer various proctoring services of exams for students at large.
 - Design various testing marketing pieces to include, webpages, forms, brochures and flyers.
- COORDINATOR** EDUCATIONAL OPPORTUNITY PROGRAM (EOP) at Sonoma State University from 6/07 – 5/17
- Review and determine Educational Opportunity Program admission eligibility for University.
 - Help plan and administer Summer Bridge, Choosing a Major, Probation and Transfer Days workshops.
 - Taught UNIV 102 Freshman 1st Year Initiative Seminar as part of the EOP Program Academy.
 - Provide academic advising, course assessment, academic planning and class scheduling for students.
 - Maintain working relationships amongst other Staff, Faculty, Fin Aid, Outreach, Admissions offices.
 - Design various marketing pieces for program to include, webpages, videos, forms, brochures and flyers.
- COORDINATOR** STUDENTS OUTREACH SERVICES at Cal State University Bakersfield from 9/01 - 6/07
- Coordinated student admissions, pre-registration, orientation, financial aid and application workshops.
 - Helped launch a Transfer Center in a collaborate effort between the university and local college.
 - Hosted area counselor conferences on academic advising for potential Transfer and International students.
 - Trained and supervised a cadre of Student Ambassador for various school sites throughout the service area.
 - Represented the university to various local high school and community colleges in the service area.
 - Served on various high schools, community colleges and public college academic committees.
 - Designed various outreach marketing pieces to include, webpages, videos, forms, brochures and flyers.
- ADVISOR** STUDENT ADVISING CENTER AT MASTERS INSTITUTE OF TECHNOLOGY in San Jose from 6/00 - 3/01
- Advised distance-learning student enrolled in various community college degree on-line programs.
 - Provided admissions, academic advising and course assessment for International students.
 - Reviewed courses/major selection, prerequisites, transfer and graduation requirements for students.
 - Evaluated transcript coursework, major selection and assisted in online pre-registration sessions.
 - Developed and utilized technology to maintain detailed and current records student's academic progress.
- EDUCATOR** SOCIAL SCIENCE DEPARTMENT TEACHER AT MONTE VISTA MIDDLE SCHOOL in Watsonville 9/99 - 6/00
- Taught an 8th grade U.S. History academic course in the Social Studies department for 7 periods.
 - Administered, evaluations and assessed student's coursework; assignments, exams and term projects.
 - Developed and maintained on-line tools for course assignments and lectures using the internet.
 - Reported detailed and up-to-date reports of student's grades and academic progress to parents.
- ADVISOR** STUDENT ACADEMIC SERVICES at Cal Poly in San Luis Obispo from 7/94 - 7/98
- Advised EOP students regarding schedules, course selection, major and career selection.
 - Coordinated Summer Bridge computer workshops and re-entry programs for Transfer Students.
 - Helped launch a Multicultural Advising Center in a collaborate effort between EOP and the College of Ag.
 - Oversaw the supervision of Student Peer Mentor program in a Multicultural Advising Center.
 - Evaluated policies/procedures that enhanced retention of 1st Year Freshman students.
 - Maintained a working relationship amongst Professors, Staff and other Student Academic Centers.
 - Designed various EOP marketing pieces to include, webpages, videos, forms, brochures and flyers.
- EVALUATOR** BUENAVENTURA EVALUATIONS SERVICES & TESTING in Santa Maria from 9/90 - 6/94
- Administered psychometric tests that assessed cognitive and motor abilities to determine work feasibility.
 - Evaluated the effectiveness of various vocational options for possible Rehab programs based on testing.
 - Interpreted various tests and exams results in accordance to ADA federal rules and regulations to clients.
 - Prepared and provided detailed documentation to client and Vocational Counselors of examinee results.
- ASSISTANT** GRADUATE STUDIES & INTERNATIONAL PROGRAMS at Cal Poly in San Luis Obispo from 9/89 - 6/90
- Advised students on admission procedures, F-1 Visa, testing (TOEFL) and score requirements.
 - Helped determine student admission, I-20s, SEVIS, job authorization & transcript evaluation.
 - Maintained files and reviewed essays and student applications to CSU IP country programs.
 - Provided referrals to other campus student services that provided program activities.
 - Supported student recruitment, program inquiries and designed promotional materials.

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, Madrid, Spain
1990 Summer Session Studies at Uppsala University, Uppsala, Sweden
1989 Sacramento Semester at California State University, Sacramento, CA
1988 London Study Program at University of London, England

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
1994-97 Discussed contemporary issues that face 1st year college students.

COLLEGE LECTURER: HUM 50
CUESTA COMMUNITY COLLEGE, San Luis Obispo CA
1999 In Instructional Pool to teach Development (COUN 50) course.

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

ELEMENTARY EMERGENCY SUBSTITUTE TEACHER 1997 CBEST
1998 Certificate of Clearance

STUDENT SERVICE PROJECTS

PRESENTER 2007-08 "Making the Grade" Probation Workshops, Sonoma State University.
2007-08 "Educational Opportunity Program" CSU Counselor Conferences.
2007-08 "Academics 101" Workshops UNIV 102 Freshman Seminar courses, Sonoma State.

PRESENTER 2004-08 AVID (ADVANCEMENT VIA INDIVIDUAL DETERMINATION)
-Provide class presentations on university requirements to various service area high schools.
-Assisted in scheduling various university tours of colleges/universities.

PRESENTER 2001-07 GEAR UP (PARENT COMPONENTS)
-Provided Career Beginnings presentation to parents of 1st generation college-bound students.
-Participant in the annual Mariachi Youth Festival for outreach purposes to low-income community.

ORGANIZER 2002-07 BLACK HISTORY MONTH
-Helped in the webpage design and online development of events for outreach purposes.
-Provided the technology and video production logistics for the events.

ORGANIZER 2005-07 Cal SOAP
-Helped coordinate, plan and supervise I'm Going To College program at the university.
-Helped coordinate and plan College, Making it Happen program for service area high schools.

ORGANIZER 2005-07 CASH FOR COLLEGE
-Helped schedule, set up and supervise Financial Aid Workshop for local community.
-Participated in the PALS (Police Action League) higher-ed Workshops 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 ORIENTATIONS
-RUSH –A Orientation presenter and organizer.
-Online Registration website developer of forms online.

ORGANIZER 2002-07 PREVIEW DAYS
-Designer of Invitations and Itinerary Schedule.
-Video and webpage design/developer.

MILITARY SERVICE

SPECIALIST U.S. ARMY NATIONAL GUARD | at Ft. Leonardwood MO
2000-2001 Personnel Administrator (75 Bravo) Rank of E-4
Did not complete basic training due to Medical Discharge

PROFESSIONAL AFFILIATIONS

Phi Beta Delta ΦΣΔ Honor Society for International Scholars
N.A.C.A.D.A. National Academic Advising Association
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 & RECOGNITIONS

APPLAUSE AWARD 2012 Recipient, Sonoma State University for outstanding academic service provided to students.
APPLAUSE AWARD 2007 Recipient, Sonoma State University for outstanding academic service provided to students.
PIONEER AWARD 1996 Recipient, Cal Poly, SLO Multicultural Agriculture Center for helping start their Advising Center.

UNIVERSITY ACADEMIC COMMITTEES

VET 2009-12 Veteran Affairs Committee, Sonoma State
AAC 2008-14 Athletics Committee, Sonoma State
SC 2008-13 Scholarship Committee, Sonoma State
SAC 2007-14 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

COLLEGE CLUB ADVISORSHIPS

ΣΛΒ 2012- Sigma Lambda Beta, Gamma Delta Chi Chapter, Sonoma State
BFS 2009- Ballet Folklorico de Sonoma, 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

PROFESSIONAL CONFERENCE PARTICIPATION

C.L.E.P. 2017 National CLEP and Accuplacer Conference in New Orleans, Louisiana
N.A.C.A.D.A. 2016 National Academic Advising Association in Dubai, United Arab Emirates
N.A.C.A.D.A. 2015 National Academic Advising Association in Las Vega, NV
N.A.C.A.D.A. 2013 National Academic Advising Association in Salt Lake City, UT
H.A.C.U. 2006 Hispanic Association of Colleges & Universities (HACU) in Phoenix, AZ
C.S.U. 2002-06 California State University (CSU) state-wide Counselor Conferences

CERTIFICATIONS

Cal State System 2015 Preventing Discrimination and Harassment
QPR Gatekeeper 2014 Certified in Suicide Prevention counseling, using best practices and referral services.
Kognito Interactive 2014 Certified in At-Risk Military Servicemen College Students in distress and needing support services.
ETS 2007- Certified with Educational Testing Services in administering CLEP, EPT-ELM and GRE exams.
CPP 2007-08 Certificate of Completion 'Career Development' CPP, Inc./Stanford University SP-1184.

INTERNSHIPS

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

SYMPOSIA THE WASHINGTON CENTER Symposia in Washington, D.C., USA.
1987 Studied the importance of the role and service of a nation's leaders.

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, FileMaker Pro, Macs: Photoshop, iMovie, PCs: Word, Excel, Powerpoint, Publisher, MySpace, YouTube, FaceBook productions, Dreamweaver Web Development.

WEBMASTER 2007-14 EOP and Testing Services, Sonoma State University
2001-07 Outreach Services, CSU Bakersfield 1994-97
1990-94 EOP Services, Cal Poly, SLO