

Bowling Green State University
Department of Higher Education and Student Affairs
 Class of 2020 Curriculum Vitae & Resume Book
 Functional Area: Campus Activities/Student Organization Support

Name	Interested Functional Area(s)	Email Address	Preferred location
Josh Belcher	Housing & Residence Life, Student Leadership, and Student Activities	belcherjoshuar@gmail.com	No preference provided
Nick Garcia	Academic Advising, First Year Programs, Diversity/Multicultural Affairs, Student Conduct, Career Advising, and Campus Activities	ngarcia@bgsu.edu	No preference provided
Rick Garcia	Accepted full-time position	rickelliottgarcia@gmail.com	No preference provided
Allie Hicks	Student Activities, Clubs, & Organizations/Student Leadership	akhicks@bgsu.edu	No preference provided
Kevin Huang	Multicultural Services, First-Year Experience, House & Residence Life, Campus Activities, Assessment Services; Leadership Education, and Academic Advising	khuang1080@gmail.com	No preference provided
Paul Mendez	House & Residence Life, Orientation, Campus Activities/Programs, and Student Leadership	pmendez@bgsu.edu	No preference provided
Jacob Morton-Black	House & Residence Life and Student Activities	Mortonj@bgsu.edu	No preference provided

JOSHUA R. BELCHER

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EDUCATION

Bowling Green State University (BGSU) – Bowling Green, OH
Master of Arts in College Student Personnel

Expected Graduation: May 2020

Central Michigan University (CMU) – Mount Pleasant, MI
Bachelor of Science in History

Graduation: May 2018

RESIDENCE LIFE WORK EXPERIENCE

Graduate Academic Support Coordinator – Office of Residence Life, BGSU July 2018 – Present

- Directly supervise and evaluate 18 Academic Peer Mentors and 2 Team Leaders who support 5,800 on-campus residents
- Develop initiatives for interaction-based curriculum, effective programs, and leadership opportunities
- Participate in an on-call duty rotation for a residential population of approximately 2,800 residents
- Evaluate training, program assessment, and staff satisfaction and effectively implement feedback
- Manage and delegate administrative projects and tasks to the Team Leaders
- Review interaction logs and follow up with students of concern to ensure personal and academic well-being
- Coordinate and present for fall and spring trainings for paraprofessional staff members
- Plan and lead weekly full-staff and leadership team meetings
- Help select and recruit new Academic Peer Mentors and Team Leaders

NRHH Chapter Co-Advisor – The Falcon Chapter, National Residence Hall Honorary, BGSU January 2019 – Present

- Advise 2 Vice Presidents of Membership who direct current member engagement and future member recruitment
- Provide insight on how to improve member retention and organization culture
- Ensure organization is following regional and national policies and bylaws

Resident Assistant – Office of Residence Life, CMU August 2016 – May 2018

- Oversaw floors and developed communities of 45 primarily first-year students and 45 primarily upperclassmen residents
- Engaged residents in dialogue and facilitated learning opportunities through a residential curriculum model
- Participated in an on-call crisis response rotation for approximately 300 residents
- Assessed resident wellness and satisfaction through intentional interactions and community meetings twice a semester

INTERNSHIP & PRACTICUM EXPERIENCE

Student Affairs Intern – The University of North Carolina at Charlotte May 2019 – July 2019

- Updated requirements and benchmarked safety standards for the off-campus housing program for Residence Life
- Designed and proposed leadership programming, coursework, and events for the Center for Graduate Life
- Drafted a new campus values framework for the Office of Student Conduct and Academic Integrity
- Analyzed and interpreted food insecurity survey results for Student Affairs Research and Assessment
- Assisted with on-site logistics management for the NASPA Region III/SACSA New Professionals Institute
- Researched information on family assistance centers during campus crises

OMA Ambassadors Practicum Student – Office of Multicultural Affairs (OMA), BGSU January 2019 – December 2019

- Created professional development sessions for the office's peer diversity educators (OMA Ambassadors)
- Co-instructed a 1-credit course centered on social justice, leadership, and facilitation
- Facilitated presentations for pathways and first-year students on diversity and belonging
- Assisted with the selection and recruitment of 5 peer diversity educators

ACUHO-I Intern – Pre-College Program, Division of Continuing Education, Harvard University June 2017 – August 2017

- Fostered community and college adjustment for 21 international and 19 domestic high school students
- Planned and implemented weekly educational and social programs around diversity and leadership for 1,500 students
- Conducted educational conversations surrounding policy violations
- Participated in a 24-hour on-call crisis rotation for 500 residents
- Created components for a residential education curriculum for following summer based off outcomes from 3 institutions
- Assisted in transporting 1,500 residents around Boston, MA and New England region via subway and bus respectively

ADDITIONAL LEADERSHIP EXPERIENCE

Leadership Academy Facilitator – Marvin Center for Student Leadership, BGSU October 2018

- Guided 8 students through a day-long leadership experience focused on values, ethics, and passions
- Led educational sessions through large group activities, small group assignments, and self-reflection
- Utilized a leadership curriculum and reflective workbook to assist students in developing their leadership lifestyle

Academic Orientation Mentor – Office of Academic Advising & Assistance, CMU February 2016 – June 2018

- Mentored groups of 22 students for 10 day-long orientation sessions
- Guided over 500 family members and guests around campus and responded to concerns for 23 day-long sessions
- Provided information about academics, on-campus resources, and opportunities for incoming students and their guests

Peer Involvement Advisor/Marketing Assistant – Student Activities & Involvement, CMU January 2017 – May 2018

- Advised 35 first-year, returning, and transfer students on becoming engaged members of the campus community
- Oversaw and supported 15 student advisors and assisted with training of new student advisors
- Created 4 marketing plans per semester for the Peer Involvement Advisor program

NRHH President – Julie McMahon Chapter, National Residence Hall Honorary, CMU April 2017 – April 2018

- Led 6 executive board members and oversaw 3 committees for recognition, service, and Of-the-Months
- Created organization redevelopment plan and improved recruitment methods which quadrupled membership in 1 year
- Coordinated logistics and implementation of an on-campus residence life leadership conference for 150 students
- Analyzed the content quality for Of-The-Months and presented information on how to write them

COMMITTEES

Training – Office of Residence Life, BGSU September 2018 – Present

- Revamped fall student staff trainings by revising learning outcomes and redesigning sessions
- Developed desk clerk mid-year hire system consisting of tasks, responsibilities, and reporting

Assessment – Office of Residence Life, BGSU September 2018 – May 2019

- Designed, implemented, and assessed 2 campus-wide surveys about resident satisfaction towards their Resident Advisors
- Proposed new assessment ideas for the department

Tunnel of Oppression – Office of Residence Life, BGSU November 2018

- Created 3 informational stations for participants to learn more about disability awareness and activism
- Assisted with welcoming participants and set-up of space

CERTIFICATION & AWARDS

Collaborative Institutional Training Initiative (CITI) Program: Social & Behavioral Research (IRB)	Expires June 2023
National Council for Behavioral Health: Youth Mental Health First Aid	Expires October 2022
GLACUHO Graduate-Level Case Study Competition: First Place	October 2018
National Residence Hall Honorary Outstanding Leadership & Service Pin	April 2018
National Residence Hall Honorary Bronze Pin	April 2017

PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, & HONORARIES

Student Affairs Assessment Leaders (SAAL)	Member since 2019
National Association of Student Personnel Administrators (NASPA)	Member since 2019
American College Personnel Association (ACPA)	Member since 2018
Great Lakes Association of College and University Housing Officers (GLACUHO)	Member since 2018
Great Lakes Association of College and University Residence Halls (GLACURH)	Leadership Conference Presenter, 2017
LeaderShape – Institute	On-Site Coordinator in 2018, Attendee in 2017
Association of College and University Housing Officers – International (ACUHO-I)	Member since 2016
National Association of College and University Residence Halls (NACURH)	Annual Conference Attendee, 2016
National Residence Hall Honorary (NRHH)	Inducted in 2016

Nicholas L. Garcia

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Education

Bowling Green State University (BGSU) – Bowling Green, OH

Master of Arts in College Student Personnel

August 2020

Master of Business Administration in Finance

December 2013

University of Phoenix – Online

Bachelor of Science in Business Management

October 2009

Terra State Community College – Fremont, OH

Associate of Applied Science in Digital Arts & Media Design

May 2006

Professional Experience

BGSU – Bowling Green, OH

Student Organization Advisor, Office of the Dean of Students (ODOS)

August 2018 – Present

- Assist in the planning and execution of multiple campus programs and events including Campus Fest, Homecoming, Get Involved Fair, Family Weekend, Sibs N Kids Weekend, and Student Organization Conference
- Advise student organization leadership on budget and finance issues, including fundraising strategies, initiation of payments, and special requests for funding from the Student Organization Allocation Board (SOAB)
- Communicate the BGSU event and travel planning policies to student organization leadership and follow up to ensure students are adhering to proper procedures and protocols

Student Conduct Officer, ODOS

August 2019 – Present

- Resolve student conduct cases including investigation of alleged violations of the student code of conduct, challenging student behavior based on theory to practice competency, adjudication, and sanction follow up
- Develop and follow up on individualized educational action plans for sanctioned students
- Grounded in a student-centered approach, encourage the holistic development of students through teaching while fostering a safe and inclusive campus community

Instructor, University Success, BGSU Pathway Program

August 2019 – December 2019

- Taught one section of University Success (UNIV 1000), helping students make an effective transition to academic life and co-curricular activities through practice of study and test-taking skills, time management, oral and written communication, and by raising awareness of support services and resources available to students
- Developed teaching materials including presentations, assignments, and projects, and facilitated student development by evaluating learning and providing timely and specific feedback and support
- Coordinated with the Marvin Center for Student Leadership to plan individualized classroom sessions on student leadership development as well as raise awareness for Center for Leadership programs and initiatives

Academic Advisor, College of Technology

May 2019 – August 2019

- Advised first-year and transfer students during student orientation, including degree program selection, course planning and registration, and scholarships and financial aid, both individually and in small and large groups
- Developed and conducted orientation programming for students and families, delivering essential information on degree programs, college requirements, and student services
- Interfaced with various offices across campus, including financial aid and the registrar's office, with a customer focus to ensure timely completion of tasks to meet the needs of students and families

Career Advisor, Business Career Accelerator, College of Business

January 2019 – May 2019

- Met with students through scheduled and walk-in appointments to discuss potential career paths in their chosen field and helped them devise a plan on how to achieve their personal and professional goals
- Prepared students for the interview process through mock interviews, resume and cover letter reviews, and assisted students in conducting company research and developing interview questions

- Created career guides for all majors in the College of Business, including information on top employers and industries, salary outlook, industry growth trends, professional associations, and key skills essential for success

Internship Program Coordinator, Career Center**August 2018 – December 2018**

- Engaged over 2,000 students enrolled in the Falcon Internship Guarantee (FIG) program within a goal-oriented framework that encourages the application of learning to future career objectives
- Worked with local employers to create campus programming for FIG students, including networking events and professional development workshops
- Created and maintained program evaluation and assessment forms for FIG events, assessed feedback received, and implemented an improvement plan for future events

Brose North America – Detroit, MI

Financial Controller**July 2017 – August 2017**

- Supported cost center managers and department Vice Presidents in the creation and tracking of annual budgets through monthly review meetings, providing recommendations on how to achieve the budget plan
- Prepared monthly, quarterly, and annual forecasts, ensuring the forecast accurately reflected current trends based on all relevant and available information
- Acted as an interface between departments (Sales, Marketing, Production, Engineering, Plant Management, etc.) through meetings, conference calls, and written correspondence to ensure timely completion of projects

Guardian Industries – Detroit, MI

Senior Financial Analyst**April 2016 – June 2017**

- Conducted routine and ad hoc management reporting, including analysis and summary of monthly, quarterly, and annual KPI's and business drivers for presentation to regional management
- Provided sales and marketing support through the creation of sales/profitability reporting (by product, customer, division, etc.) and creating training to enhance understanding of sales/profitability metrics
- Supported regional management on key business development projects by developing complex forward-looking financial/economic models to support business development decisions

Dart Container Corporation – Lansing, MI

Pricing Analyst**February 2014 – April 2016**

- Accurately completed financial analyses of costs to produce and distribute products, providing a clear and concise summary with pricing recommendations which incorporated the company's philosophies and strategies
- Maintained the cost accounting system through gathering of standard cost information, analysis and follow-up on information received, and verification of cost calculations
- Managed product lines by introducing new products to the market, implementing measures aimed at increasing operational efficiencies, reducing costs, and increasing sales, and conducted internal product line training

Higher Education Service

BGSU – Bowling Green, OH

- ODOS Diversity and Belonging Committee Member **August 2019 – Present**
- University Conduct Committee Member **January 2019 – May 2019**
- MLK Jr. Day of Service Volunteer **January 2019**
- BG Alternative Breaks Graduate Trip Advisor **December 2018**
- ODOS Career Readiness Committee Member **October 2018 – May 2019**
- Safe Zone Training Certificate **October 2018**
- Leadership Academy Facilitator **October 2018**
- Student Development Association Member **August 2018 – Present**

Technical Skills

- Advanced proficiency in Excel, PowerPoint, Outlook, Canvas, OrgSync, Presence
- Intermediate proficiency in Word, Access, SharePoint, Handshake, Maxient, Qualtrics, Peoplesoft/CSS

Rick Elliott Garcia

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Education

- | | |
|---|-----------------|
| Bowling Green State University (BGSU)
Master of Arts in College Student Personnel | May 2020 |
| University of Florida (UF)
Bachelor of Science in Public Relations | May 2018 |

Work Experience

Campus Activities, BGSU Office of the Dean of Students (ODOS)

Graduate Assistant for Student Organization and Major Events **August 2018 – Present**

- Oversee the Homecoming Student Steering Committee, including the planning and assessment of major events, recruitment of committee, and budget management
- Advise Falcon Miracles at BGSU, a 36-student steering committee for BGSU's Dance Marathon and Bike 4 Tikes fundraiser events benefitting the Children's Miracle Network
- Coordinate the planning of major events and parent/family programming, including Falcon Family Weekend, Applauding Excellence Awards (annual award ceremony for student leaders), etc.
- Supervise a team of 6 student assistants working the Campus Activities front desk, involving training, scheduling, accountability, and delegation of special projects
- Supervise undergraduate event-planning practicum student, involving delegation of projects, crafting of developmental opportunities, and accomplishment of practicum learning objectives
- Innovate training for student organizations, including specialized officer training and inclusive programming techniques, to revitalize engagement and foster more inclusive student programs
- Process travel registrations and educate students, faculty and staff on the official travel policy
- Assist in achieving Campus Activities initiatives and goals and assist with the day-to-day operations in the office suite, including working collaboratively with various ODOS staff

New Student Orientation, BGSU Office of the Dean of Students

Graduate Orientation Coordinator **January 2019 – December 2019**

- Coordinate evaluation and assessment procedures, including innovative reporting design (e.g., graphic design, info-graphics), for Student Orientation, Advising, and Registration (SOAR) and Fall Welcome (welcome weekend program) to align with renewed programmatic learning objectives and goals
- Assisted in the execution of 17 one-day SOAR sessions, 5 one-day Transfer Orientation sessions, and a four-day welcome week program, welcoming 3,500 first-year and transfer students and 6,000 guests
- Supervised 4 senior-level Orientation Team Leaders and 16 mid-level Orientation Leaders
- Managed various aspects comprising the SOAR program, including coordination of logistics, answering questions, crisis management, and facilitating sessions with minimal notice
- Facilitated orientation staff training, including the team retreat, weekly 2-hour training course, and intensive 7-day training week prior to SOAR sessions beginning
- Implemented feedback and evaluation process for orientation leaders utilizing assessment data provided by students and guests participating in SOAR
- Utilized Visual Zen orientation reservation system to manage student check-in and academic data
- Participated in the recruitment and selection of 150 Opening Weekend Group Leaders

New Student & Family Programs, UF Dean of Students Office

Preview (Orientation) Graduate Intern **May 2018 – August 2018**

- Participated in 23 two-day overnight Preview Sessions, 1 two-day non-overnight Preview session, and 7 one-day Transfer and PaCE Preview sessions, welcoming over 7,500 first-year students, 1,400 transfer students, and 8,000 family members

- Supervised 45 orientation leaders and 5 student orientation coordinators
- Conducted evaluations with orientation leaders to continually improve experience and quality of service provided to students and families
- Assisted with check-in process for orientation sessions
- Served as point of contact for crisis/issue management during sessions
- Facilitated educational sessions for family members as well as students, often with minimal notice
- Led the management of complex advising and registration issues for first year students
- Engaged in strategic planning for assessment activities benefitting future orientation sessions

Additional Experience

BGSU Office of Multicultural Affairs, Division of Diversity and Belonging

Graduate Practicum Student

August 2019 – Present

- Coordinate an assessment plan to gauge the experiences of Latinx students, and identify opportunities for the office to connect with and better serve Latinx students
- Collaborate with campus partners to plan the 2020 Latinx Issues Conference, an annual conference featuring scholarship and creative works dealing with Latinx issues and Latin American studies
- Assist in the facilitation of SafeZone programs, a series of LGBTQ+ allyship training workshops, for students, faculty, and staff

H.U.E. Advisor

October 2018 – Present

- Collaborate with Associate Director to revive and facilitate a biweekly support group for students called Honoring, Urging, and Empowering (H.U.E.) Queer and Trans People of Color

NODA Region VII Conference Planning Committee

Educational Development Sub-Committee Member

November 2019 – Present

- Develop structure and facilitate content of Returner Orientation Leader Institute (ROLI) with team of 3 professionals from across the region
- Support day-of logistics throughout the regional conference experience

BGSU University and Residential Conduct Committees

Graduate Student Member

September 2019 – Present

- Remain available to preside over conduct hearings for each respective committee as necessary once conduct sanction appeals are received
- Engage in detailed training on university- and residential-level conduct code and procedures

BGSU Office of the Dean of Students

Diversity and Inclusion Committee Member

September 2018 – May 2019

- Collaborated with team of 7 professional and graduate staff members in the office to assess alignment of office initiatives and programs with social justice and inclusion competencies
- Recruited participation of master's and doctoral students in social justice in higher education course to collaborate in the development of an assessment process for the ODOS

Presentations

- Arnold, M., Garcia, R., & Loeffler, S. (2019, October 23). "Storyboarding: Weaving Together a Themed Training Curriculum." NODA Annual Conference, Houston, TX.
- Arnold, M., Garcia, R., & Loeffler, S. (2019, October 21). "Build Them Up: Developing Effective OL Evaluation Processes." NODA Annual Conference, Houston, TX.
- Garcia, R., Loeffler, S., & Young, M. (2019, April 30). "VIP Access for All P's: Improving Access in Orientation." NODA Region III Webinar Series.
- Garcia, R., Loeffler, S., & Young, M. (2019, March 3). "VIP Access for All P's: Improving Access in Orientation." NODA Region VII Conference, Saginaw Valley State University, Saginaw, MI.

Alexandra K. Hicks

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EDUCATION

Bowling Green State University (BGSU), Bowling Green, Ohio

Bachelor of Arts in Communication; Minors in Women's Studies and Sociology, Graduated: May 2018

Master of Arts in College Student Personnel, Expected Graduation: May 2020

PROFESSIONAL EXPERIENCE

Bowling Green State University

Center for Faculty Excellence Graduate Assistant

January 2020 - Present

- Composing a template of a multiculturally inclusive class syllabus for use by BGSU undergraduate and graduate faculty
- Constructing training resources for faculty to use in creating an efficient, inclusive, and representative syllabus
- Compiling a list of selected national institutions' similar resources for BGSU faculty to reference
- Reviewing and editing current sample syllabi available on the Center for Faculty Excellence website
- Producing workshop content for faculty members to be provided by the Center for Faculty Excellence

Graduate Coordinator for Diversity Education and LGBTQ+ Programs

August 2018 - Present

- Managing the production, recruitment, and marketing for major department events and fundraisers
- Organizing networking events for students and community members identifying as LGBTQ+ and allies
- Generating data-driven reports utilizing survey methods to assess program outcomes
- Facilitating unique presentations to classes, student organizations, and on-campus audiences
- Assisting in ensuring the success of the Multicultural Summer Link program serving incoming students of color

Queer/Trans Student Union Advisor

August 2018 - Present

- Supervising student programming and executive board meetings
- Overseeing weekly hour-long organization meetings and executive board meetings
- Upholding the values and standards of the organization as the advisor of a group of approximately 30 students
- Assisting in the development of effective programming to encourage identity development and positive member relations

Office of Admissions Graduate Assistant

August 2018 - December 2019

- Facilitating specialized events and tours to promote the university throughout the year
- Maintaining open and efficient communication with 93 tour guides
- Hiring and training incoming cohorts of student tour guides
- Coordinating personalized visits and appointments for guests
- Developing training and onboarding materials and lesson plans for incoming student staff

Deciding Student Programs Academic Advisor

June 2019 - July 2019

- Counseled 48 first-year students seeking to determine their academic and professional interests
- Guided students in BGSU's University Program for Academic Success through improving their academic performance
- Collaborated with students to design class schedules that appealed to their interests and academic needs
- Identified students' needs for future class schedules and program requirements

Acting Coordinator of Campus Visits

July 2018 - October 2018

- Revitalized the campus tour script to be representative of supports and services available to multicultural students
- Incorporated inclusive language into the tour guide program, training 93 students how to address and direct guests
- Adapted the campus tour route as needed to accommodate the needs of over 6,840 visitors during my term
- Instituted incentive programs to motivate student staff and increase retention
- Designed training programs and meetings equipping student staff with verbal skills and professional competencies

Alexandra K. Hicks

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INVOLVEMENT

Student Development Association

May 2019 - Present

President

- Overseeing the organization's executive board, representatives, and graduate student members
- Cultivating opportunities for executive board members to further their professional and leadership development
- Producing fundraisers and educational events marketed towards current students and alumni

Safe Zone Training

September 2018 - Present

Facilitator and Workshop Designer

- Constructing and piloting additions to the existing Safe Zone allyship training module
- Writing original bodies of work such as the Intersectionality and Safe Zone 2.0 workshops
- Leading educational workshops within the Safe Zone series before audiences of faculty, staff, and students
- Developing program materials such as participant workbooks and facilitation guides

Plastic Shatners Improv Team

September 2018 - Present

Graduate Advisor

- Facilitating intervention strategies for a team of 11 members alongside representatives of the Office of Campus Activities to improve inclusion and equity practices during onboarding procedures and performances
- Aiding in the design of a new and multiculturally competent constitution for the organization
- Ensuring all university event planning and budgetary procedures are followed

Multicultural Summer Link Program

June 2019 - August 2019

Graduate Assistant

- Created 4 days of effective programming to encourage positive member relations and college success
- Served as a point of contact for 100 students and their families, relaying all program updates
- Collaborated with campus partners, faculty, and staff to produce a series of events students would respond to
- Gained professional experience managing a department budget when developing the event

Women's, Gender and Sexuality Studies Department

January 2018 – May 2018

Department Intern

- Launched a social media campaign promoting the fortieth anniversary of BGSU's Women's Studies program
- Curated content from interviews reflecting experiences of Women's Studies affiliated faculty, staff, and alumni
- Conducted outreach to incite undergraduate participation in upcoming department events and contests
- Aided in planning months of campus and community programming including the organization of the annual symposium

Chi Omega Fraternity

January 2017 - January 2018

Chapter President

- Collaborated with an executive board, alumni advisors, and university staff to successfully lead the chapter of 86 women
- Participated in standards meetings with members regarding scholarship, financial, or conduct concerns
- Led weekly hour-long chapter meetings and executive board meetings
- Created effective programming to encourage positive member relations and post-college success

"Out and Greek" Panel

October 2017

Founder and Panelist

- Worked alongside the Office of Fraternity and Sorority Life to identify programming fitting the university's needs
- Participated on the panel providing a Panhellenic Council perspective

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Kevin Huang
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Education

Bowling Green State University
Master of Arts, College Student Personnel

Bowling Green, OH
Anticipated May 2020

The Ohio State University College of Arts and Sciences
Bachelor of Arts, Economics
Minor: Asian American Studies

Columbus, OH
May 2016

Employment

Bowling Green State University: Arts Village Learning Community
Events & Programming Coordinator

Bowling Green, OH
August 2018 – Present

- Supervise and advise six student peer mentors, who work with our first-year student success mentorship program, and two student employees, who deal with grades and graphic design, through weekly 1:1 meetings and team meetings
- Incorporate foundational knowledge of social justice through workshops and training on social identities, Cycle of Socialization, and Debate, Discussion, Dialogue
- Implement programming for 100-120 students that builds: connectedness through mentorship groups, creativity through art-related events, critical thinking with open dialogues, community with monthly group meetings, and collaboration through cross-campus events
- Manage the program budget of \$10,000-\$13,000 per semester
- Develop day and weekend cultural immersion trips to different cities in the U.S. to broaden students' lived experiences
- Engage with prospective student recruitment initiatives for the Arts Village

The Ohio State University: Office of Student Life Multicultural Center
Student Associate for Asian/Asian American Initiatives

Columbus, OH
August 2014 – May 2016

- Led the planning process for the largest annual Asian/Asian American networking event, including procuring \$3,000 funding through 3rd party sponsorships (600+ attendees)
- Chaired planning and execution committee in developing and implementing semi-annual leadership training summit for 20+ prospective leaders
- Secured \$4,500 co-sponsorship for Asian Pacific American Heritage Month
- Implemented collaborative event series with various underrepresented Asian/Asian American undergraduate student organizations to celebrate and highlight their community
- Conducted dialogue series on Asian/Asian American experiences and issues

The Ohio State University: Office of International Affairs
Study Abroad Team Student Worker

Columbus, OH
October 2013- May 2014

- Managed 2500+ students' study abroad fees, applications, and travel credentials within the SIS, DMS, and Carmen electronic databases of OSU throughout the year
- Trained incoming student workers on the study abroad team process

Experiential Learning

Bowling Green State University: Office of Multicultural Affairs

Bowling Green, OH

Asian Pacific Islander Desi American (APIDA) Graduate Assistant

August 2019 - Present

- Assess climate, culture, and environment of APIDA identifying students in Bowling Green through environmental scans, hosting discussions, and building interpersonal relationships
- Advise a new undergraduate student organization, Asian Student Union, on best practices, programming, collaboration, and foundational development plans for the APIDA community on campus
- Direct and design the 2020 APIDA Heritage Month program structure, while leading the planning committee, working with a \$4,000 budget, and developing new collaborative relationships with student organizations and departments on campus
- Create qualitative and quantitative assessment tools in the forms of a survey questionnaire and focus group interview questions

Capital University: Center for Excellence in Learning and Teaching

Columbus, OH

Teaching Assistant

May 2019 - August 2019

- Taught a semester long three-credit hour course on Cultural Pluralism in American Society through an online format
- Evaluated course learning outcomes through online discussion posts, papers, and presentations
- Developed and held a workshop on racial justice and awareness training for faculty and staff of the institution
- Created a mixed-methods assessment survey for institutional mascot usage for faculty, staff, and sports departments

The Ohio State University: Office of Student Life Multicultural Center Internship

Columbus, OH

Intern for Asian/Asian American Initiatives

May 2014 - August 2014

- Organized a community-building summer event for Healthy Asian Youth K-12 students
- Analyzed Asian/Asian American historical documents (1988-2014) to inform future program development and planning
- Produced collaborative event schedule between the Multicultural Center and Asian/Asian American student organizations to highlight underrepresented groups in the campus community
- Brainstormed and introduced new program ideas to implement for the upcoming year

Organization Involvement

American College Personnel Association (ACPA)

Asian Pacific American Network (APAN) Regional Ambassador

June 2019 - Present

- Planned community engagement programs for the annual ACPA conference
- Constructed modern graphics for marketing materials
- Engaged with member recruitment and networking initiatives

Awards & Recognition

Outstanding Asian/Asian American Organization Award (OSU)

May 2016

Excellence in Asian/Asian American Advocacy Award (OSU)

May 2015

Diversity, Intercultural, and Community Engagement Award (OSU)

April 2015

PAUL M. MENDEZ

Bowling Green State University, OH • 956-537-3834 • pmendez@bgsu.edu
Strategic, Communication, Competition, Activator, Self-Assurance

EDUCATION

Master of Arts: College Student Personnel, Bowling Green State University, Bowling Green OH **Expected May 2020**
Bachelor of Arts in Psychology, St. Mary's University, San Antonio TX **May 2018**
Associate of Science in Biology, South Texas College, McAllen TX **May 2014**

PROFESSIONAL EXPERIENCE

Office of Multicultural Affairs, Bowling Green State University, Bowling Green OH
Graduate Assistant for Diversity Education and Multicultural Retention **August 2019 - Present**

- Supervising, training, and evaluating an undergraduate team of peer educators for campus diversity education initiatives
- Facilitating a six-week Inclusive Leadership Certificate for students on being inclusive leaders on campus and in society
- Overseeing a weekly dialogue series of professionals and grad students speaking to LGBTQ+, multicultural, and structural inequality topics in society
- Collaborating with office staff and campus partners to host educational programs and services for the LGBTQ+ community
- Coordinating recruitment and hiring of student peer educators for cultural and diversity competence

Office of Admissions, Bowling Green State University, Bowling Green OH
Graduate Assistant **August 2019 - Present**

- Creating, implementing, and evaluating assessment efforts through focus groups and method analysis to improve prospective multicultural students' visit experience
- Analyzing and distributing weekly queries displaying yearly application and commitment trends among prospective multicultural students
- Supervising and managing a Student Recruitment Team to help increase multicultural student enrollment at the university
- Aiding in the implementation of a student ambassador program consisting of tour guides and front desk assistants

Office of Admissions (Orientation), University of Houston, Houston TX
NODA Intern (Orientation Logistics and Evaluation) **May 2019 - August 2019**

- Assisted with the preparation, management, and logistical support of orienting 10,500 students through 10 New Student Orientation sessions and 12 Transfer sessions
- Served on a duty rotation schedule as a primary on-call crisis management contact during the NSO overnight experience
- Co-supervised a team of 36 orientation leaders (Orientation Team Leaders) and 8 Student Coordinators (Director Staff)
- Led training sessions for Director Staff and Orientation Team Leaders on developing improved inclusive programming, customer service, and related orientation experiences throughout an intensive training week
- Created and maintained a benchmark assessment report analyzing peer institutions and their existing orientation structures for the president/chancellor of the university
- Operated and restructured the online orientation program for non-traditional students throughout the summer

Office of Residence Life, Bowling Green State University, Bowling Green OH
Practicum Student (FalconQuest Summer Link) **January 2019 - May 2019**

- Produced a new leadership summer link program for incoming freshmen with attention to learning outcomes, curriculum development, participant recruitment, and facilitator training
- Researched and applied benchmarking practices related to summer link programming for student leadership development
- Designed and distributed methods for assessing the office's learning outcomes including pre/posttests, daily formative assessments, and other related strategies

Campus Activities, Bowling Green State University, Bowling Green OH
Programming Graduate Advisor **August 2018 - May 2019**

- Advised the University Activities Organization (UAO) in planning, implementing, and assessing campus-wide events
- Restructured and evaluated the programming board's organizational structure to improve collaboration and cohesion among executive members and programming assistants
- Managed the department's organizational budget and aided in the allocating the organizational yearly budget of \$200,000, allocating funds across 30+ events
- Audited event submissions for 400+ registered student organizations in compliance with campus policies and procedures
- Benchmarked campus-wide developmental structure for all late night and evening programming

OTHER INVOLVEMENT

Office of Admissions Pathway Program, Bowling Green State University, Bowling Green OH

Graduate Student Instructor (UNIV 1000)

August 2019 - December 2019

- Instructed a first-year seminar course on college preparedness, transition, and major exploration for 26 conditionally admitted students
- Produced original lesson plans and facilitated classroom discussions on diversity, equity, and inclusion

Student Development Association, Bowling Green State University, Bowling Green OH

Vice President of Programming

November 2018 - January 2020

- Determined the current social programming needs and desires of students in the Department of Higher Education and Student Affairs graduate program to improve cohort dynamics
- Managed the first- and second-year cohort representative cabinet positions
- Hosted major departmental programming and special projects including the office's end of the year banquet

UNDERGRADUATE EXPERIENCE

New Student Orientation, St. Mary's University, San Antonio TX

Student Director

November 2016 - July 2018

- Reconfigured the hiring and training process of 24 orientation leaders through a semester-long course to help curate interpersonal relationships and improve customer service and facilitation skills
- Collaborated with campus and community partners to maintain their support and participation in orientation
- Authored daily program schedules for regular and extended orientation sessions for first year students
- Crafted and distributed assessments to 600 new students and their guests who attended New Student Orientation, Transfer Student Orientation, and Extended Orientation to evaluate the program's functionality

University Programming Council, St. Mary's University, San Antonio TX

President 2017-2018, VP of Program Development 2016-2017

August 2017 - May 2018

- Distributed a presidential budget of \$33,000 across eight campus-wide events
- Supervised a team of five executive-board interns in preparing and executing the logistics all programming efforts
- Oversaw event audits through the adoption of evaluation processes such as Qualtrics in order to create an end of the year budget proposal representative of the campus's increased student engagement
- Actively participated in monthly University Board of Trustees meetings representing the council and student body's programmatic needs

Lambda Chi Alpha Fraternity, St. Mary's University, San Antonio TX

VP of External Affairs & Risk Management Chair

August 2017 - May 2018

- Directed external involvement programs by working with chapter members and campus organizations
- Served as a liaison between the organization and campus administration in compliance with department policies
- Developed and implemented operations for the chapter through a crisis management plan while maintaining compliance with the policies of the organization and the institution
- Executed the organization's major philanthropic events generating the largest amounts of funds raised in chapter history

Residence Life, St. Mary's University, San Antonio TX

Resident Assistant

August 2016 - December 2017

- Aided in overseeing operations of a two 300+ resident, first-year residence hall, including crises management, facility operations, programming, and overseeing budget expenses with the assistance of the full-time residence hall director
- Served on weekly on-call duty rotation as the first line of contact in student and residence hall crisis situations
- Coordinated with staff to promote responsible living environments to ensure a safe and positive experience for residents by enforcing department and university policies through occupancy reports, health & safety checks, and duty logs

CONFERENCE ATTENDANCE & MEMBERSHIPS

American College Personnel Association (ACPA) Annual Conference

March 2019

National Association for Campus Activities

February 2019

National Resource Center for The First-Year Experience and Students in Transition

February 2018

LeaderShape, St. Mary's University

December 2016

NASPA Undergraduate Fellows Program

October 2017 to May 2018

Gamma Sigma Alpha, Greek Honor Society

April 2017 to May 2018

Lambda Chi Alpha Fraternity Member

April 2016 to May 2018

Jacob Morton-Black

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324 Manville Ave.
Bowling Green, OH, 43402

EDUCATION

Master of Arts, College Student Personnel 2018 - 2020
Bowling Green State University, Bowling Green, Ohio

Bachelor of Music, Composition 2013 - 2017
Ithaca College, Ithaca, New York

EMPLOYMENT

Assessment and Curriculum Development Practicum January 2020 - Present
Chapman Learning Community, Bowling Green OH

- Create original weekly assessments to inform community programming needs and successes, informing the next week's educational programming
- Distribute, collect, and assess data gained from weekly assessment instruments in conjunction with the Chapman Learning Community Graduate Assistant in charge of programming,
- Design training curriculum for student community leaders, utilizing indigenous ways of knowing and wayfinding leadership theory, impacting the curricular and cocurricular student experiences
- Assist Chapman Learning Community in their weekly and annual programming initiatives, through the development of improved learning outcomes and implementation of educational plans and strategies
- Serve as a resource and mentor for students in the Chapman Learning Community, by being present in their resource spaces and available for opportunities for mentorship
- Maintain communication with Chapman Learning Community director and faculty via multiple methods of communication

Assistant to the Department Chair, May 2019 - January 2020
Higher Education and Student Affairs, Bowling Green OH

- Manage recruitment efforts for BGSU College Student Personnel masters program, resulting in growth of prospective student population of 133%
- Maintain HESA databases including creation, distribution, and analysis of assessment, admissions, and student information
- Coordinate two departmental interview sessions for approximately 30 students for each session
- Oversee the recruitment, selection, and mentorship of three admissions practicum graduate students
- Review and update course materials and syllabi for select graduate courses, working closely with the faculty instructors to create updated and inclusive syllabi
- Advise the 2019-2020 CSP cohort, including academic, social, and professional issues
- Serve on the New Professionals In Transition Conference team,
- Facilitate and prepare admissions committee meetings for faculty and student admissions team through the synthesis of admissions software and faculty's candidate evaluations
- Maintain and update the department's social media and website pages, resulting in commendations from the Dean of the College of Education

Higher Education and Student Affairs Social Justice and Inclusion Retreat Planning Team May 2019 – August 2019

- Developed original Social Justice and Inclusion retreat curriculum, utilized by over 50 attendants at the SJI Retreat
- Synthesized previous year's assessment data to inform the creation of the new curriculum, resulting in more engagement from participants with the materials
- Facilitate day-of activities, including presenting multiple sessions at the retreat, engaging with other sessions as a participant, and aiding faculty in their presentations

LEAD 1000 Instruction Practicum**September 2019 - December 2019****C. Ray Marvin Center for Leadership, Bowling Green OH**

- Teach a section of LEAD 1000, a leadership theory course aimed at first year students
- Foster strong relationships with section students
- Maintain consistent and equitable grading policies and procedures while utilizing current online learning platforms
- Coordinate with students of concern and their academic advisors, resulting in greater academic success for students of concern

Deciding Student Program SOAR Advisor, Bowling Green OH**June 2019 – July 2019**

- Attended three-day advising and registration training, learning how to utilize registration software
- Advised students in the Deciding Student Program with their first-semester schedules, resulting in successfully registering over 200 students for the Fall of 2019
- Maintained active relationships with Deciding Student Program administrators and professionals, including providing recommendations for future training structures and candidates

Office of Student Involvement Graduate Intern, Bluffton OH**August 2018 - May 2019**

- Supervise large event student planning committees for major institution events, with committees consisting of up to six undergraduate students, including Homecoming week and other annual events of note
- Facilitate weekly Thursday Night Spotlight events in conjunction with student organizations
- Designed and implemented the “Beaver-Fever-Fan-Zone” experience, an incredibly popular student involvement and athletics partnership
- Oversee the development of new OSI logo and outreach materials
- Coordinate daily tasks with the Student Union Director and Assistant Director
- Maintain a positive and uplifting office atmosphere, creating an exciting and engaging space for students to work

Hall Director, Ropp Hall, Bluffton OH**August 2018 - May 2019**

- Responsible for the largest residence hall on campus, consisting of 270+ students
- Coordinate departmental response after crisis events, including following up with residents and staff members in a timely manner
- Directly supervise a staff of six undergraduate Residence Assistants
- Maintain an active On-Duty schedule for the entirety of the campus, 24-hour coverage for 3+ weeks a semester
- Train 30+ First Semester RAs, including creating the institution’s Behind Closed Doors curriculum
- Meet weekly with RA staff for one-on-ones and staff meetings
- Serve as the conduct officer for Ropp Hall, hearing select cases and advising the chief conduct officer on appropriate sanctions
- Foster student development in the Residence Hall through needs-based programming
- Manage the upkeep of an aging residential building, working closely with campus operations and submitting reports based on immediate and future building needs
- Served as a leader for recruitment and selection of new Ras, including revision of hiring procedures to facilitate inclusive hiring practices

Intern, David Black Literary Agency, Brooklyn NY**January 2018 - May 2018**

- Organized office spaces
- Created live documents of editors and publishers
- Reviewed manuscripts
- Read and answer queries
- Compile comparison documents for new manuscripts
- Corresponded with Publishers and Editors of major publishing houses and their imprints

Resident Assistant Ithaca College, Ithaca, NY**2014-2017**

- Managed 150+ upper years students (2014-16), 14 first year students (2016-17)
- Coordinated and directed Winter 2017 closing for three residential buildings
- Facilitated 3rd semester RA training “Intersectional Feminism”
- Maintained open communication with supervisors, staff, maintenance personnel and public safety personnel while responding to crisis situations