

# Jessica Resendez

*Pronouns: She, Her, Hers*

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**Objective:** To obtain a Community College Counselor position and provide culturally competent services to a diverse student population and contribute to the community college's mission to students' retention and achievement.

**Summary of Qualifications:** I have over thirteen years of experience in Academic Advising, Program Development, Academic Record Evaluation, General Administration, and School-Wide Service. I've been in several school leadership committees and a liaison between student services, students, parents, faculty, and administration. These roles allow me to collaborate with key stakeholders towards improving student success outcomes. I have developed and managed a budget for several programs and prepare monthly reports of activities and program results. I also have experience recruiting, training, and supervising paid and volunteer student staff. The knowledge and experience I have acquired through my work at UC San Diego and in the greater community have provided me with the skills necessary to support low income, first generation, undocumented students, students from mixed-status families, and other underserved student populations attain academic, college, and career goals. As a credentialed school counselor, I often conduct one-on-one student consultations to provide holistic guidance focused on coaching, referrals, and support strategies for students experiencing life circumstances. I independently assess student needs using personal interviews and design appropriate interventions as well as collaborate with a team to develop new strategies/systems to be used campus-wide to provide ongoing student support. I am a high energy, student-centered, highly organized professional looking to have an impact on the retention and success of students. I'm often noted by my supervisors and colleagues as being an intentional, caring, organized, and innovative student support services professional that has helped students achieve their personal, professional, and academic goals. I have the proven ability to maintain high levels of confidentiality, demonstrated skill in independently organizing and prioritizing high volume of work with strict attention to detail, and ability to organize and conduct meetings, workshops, and seminars in both English and Spanish.

**Professional Experience: Educational Talent Search Program Coordinator/K to 12 Academic Prep Specialist 3**

UCSD TRIO Outreach Programs, La Jolla, CA 10/2018- Current

- Provide academic, college admission, and financial aid advising to first generation, economically disadvantaged high school students and families
- Supervised four staff members; provided orientation and ongoing training of college advising skills
- Managed 200 student caseload and provided required services per grant objectives
- Coordinated and supervised four-day overnight college campus tour for high school juniors.

**TRIO Summer Program Teacher, UC San Diego Extension, La Jolla, CA 07/2015**

- Created curriculum for two-week college readiness seminar
- Provided daily online course instruction via zoom

**College/Academic Advisor, The Preuss School UCSD, La Jolla, CA 10/2008- 10/2018**

- Provide academic, college admission, and financial aid advising to first generation, economically disadvantaged high school students and families
- Audit student academic records and execute school wide academic interventions
- Collect, analyze, and report data on student performance and school outcomes
- Lead University Prep teams and guide advisory curriculum
- Coordinate summer school program
- Coordinate college application, financial aid, and mock-interview workshops for students and parents

- Scholarship and Enrichment Program Coordinator
- PSAT and Advanced Placement Testing Coordinator
- Organize and execute student award programs and senior exhibitions
- Member on several leadership teams including Student Services Department, Instructional Support Team, Student Study Team, Education Committee, and Department Representative at Administration Meetings.

**Summer Program Teacher, UC San Diego TRIO Outreach Programs, La Jolla, CA 07/2015**

- Taught Upward Bound Math Science, Senior Seminar course for low-income first gen 12<sup>th</sup> grade students
- Created curriculum for two-week college readiness seminar
- Provided four hours of daily in-person instruction for twenty-five students

**External Reader, Office of Admissions and Relations with Schools UC San Diego 2011-2018**

- Trained in UC San Diego's Admissions policy and new guidelines for holistic review of first-time freshman undergraduate applications for admission
- External Reader for Fall 2012, 2013, 2015, 2017, 2018

**Admissions/Outreach Coordinator, The Preuss School UCSD, La Jolla, CA 07/2007- 10/2008**

- Manage administrative aspects of the Admissions and Outreach department
- Advise teachers, staff and parents on admissions policy and procedures
- Coordinate and execute outreach and recruitment events ranging in size of 20-400 attendees
- Maintenance of the admissions files including the revision and updating of all outreach materials
- Analyze academic and income data from prospective student applicants to evaluate eligibility
- Coordinate with faculty and staff towards the effective transition of incoming students
- Provide bilingual translation support for student, teacher, administrators and parent conferences to discuss individual student academic and discipline issues
- Testing Coordinator for the California English Language Development Test (CELDT)
- Site Coordinator for the Junior Urban Medical Professional Program (JUMP)

**Camp on Campus Coordinator, The Preuss School UCSD, La Jolla, CA 03/2007-06/2008**

- Created a five-day, two-night 6<sup>th</sup> grade enrichment program highlighting college/careers
- Collaborated with faculty, staff and administrators on the coordination and execution of the program
- Organized schedule and made reservations for field trips, catering, and facilities
- Coordinated outreach to UCSD community for volunteers: posted flyers, advertised through several UCSD departments, mass mailings, presentations
- Contacted outside vendors and companies for donations through formal letters and phone calls

**Education:** **UC San Diego/CSU San Marcos Joint Doctoral Program, Educational Leadership Ed.D**  
Expected Graduation September 2021

**Master of Education: School Counseling with California Pupil Personnel Services Credential, 2016**  
Concordia University, Irvine  
GPA 3.98

**Bachelor of Arts, Psychology, 2007**  
University of California, San Diego  
Cum Laude GPA: 3.76

**Rancho Academy Developing California Community College Leaders Certificate April 2021**  
Rancho Santiago Community College District - Office of Diversity, Equity, & Inclusion

- Awards:**
- CESCAl Supporting Access to Higher Education for Immigrant and Undocumented Students:  
School Counselor Advocate Award 2017
  - San Diego Union Tribune Latino Champions: Educator Award 2016
  - Rotary Club of La Jolla Community Service Award for Outstanding Educator 2012