

# LUIS B. VEGA

## Professional Vitae

1801 E.Cotati Salazar 1070 | Rohnert Park, CA 94928 | (661) 664-3437 | [Luis.Vega@Sonoma.edu](mailto:Luis.Vega@Sonoma.edu) | [www.sonoma.edu/users/v/vegalu](http://www.sonoma.edu/users/v/vegalu)

### AREAS OF EXPERTISE

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

### PROFESSIONS

- COORDINATOR** TESTING AND PROCTORING SERVICES at Sonoma State University from 8/08 – present
- Manage Testing Office that administers placement exams such as SAT, 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
- Led the EOP Program during 3 intermissions of new appointees and transitions imposed by the campus.
  - Reviewed and determined Educational Opportunity Program admission eligibility for University.
  - Helped 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.
  - Provided academic advising, course assessment, academic planning and class scheduling for students.
  - Maintained working relationships amongst other Staff, Faculty, Fin Aid, Outreach, Admissions offices.
  - Designed various marketing pieces for program to include, webpages, videos, forms, brochures and flyers.
- COORDINATOR** STUDENT 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 AND 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	California State University	Bakersfield, CA	
MASTERS	1996 ADMINISTRATION	Cal Poly State University	San Luis Obispo, CA	
BACHELORS	1990 POLITICAL SCIENCE	Cal Poly State University	San Luis Obispo, CA	
	1993 Graduate Studies	Pontifical University Comillas	Madrid	Spain
	1990 Summer Studies	Uppsala University	Uppsala	Sweden
	1989 Sacramento Semester	California State University	Sacramento	California
	1988 London Study Program	University of London	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 | Ft. Leonardwood Missouri  
 2000-2001 Personnel Administrator (75 Bravo) Rank of E-4  
*Did not complete basic training due to Medical Discharge*

**FRATERNITIES AND ORDERS**

Phi Beta Delta ΦΣΔ Honor Society for International Scholars  
 Pi Sigma Alpha πΣΑ National Honor Political Science Fraternity

**PROFESSIONAL AFFILIATIONS**

N.A.C.A.D.A. National Academic Advising Association  
 A.S.C.A. American School Counselor Association  
 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 2009 Recipient, Sonoma State University for outstanding academic service provided to students.  
 APPLAUSE AWARD 2008 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	Sonoma State University
AAC	2008-14	Athletics	Sonoma State University
SC	2008-13	Scholarship	Sonoma State University
SAC	2007-14	Student Affairs	Sonoma State University
RUSH-A	2002-06	Summer Advising Programs	Cal State Bakersfield
FAFSA	2002-06	Financial Aid Budget	Cal State Bakersfield
CMIH	2002-06	College Making It Happen	Cal State Bakersfield
IGTC	2002-06	I'm Going To College	Cal State Bakersfield
KCCN	2002-06	County College Night	Kern Superintendent of Schools
SAP	1994-97	Summer Advising Program	Cal Poly SLO

**COLLEGE CLUB ADVISORSHIPS**

ΣΛΒ	2012-	Sigma Lambda Beta	Sonoma State University
BFS	2009-12	Ballet Folklorico de Sonoma	Sonoma State University
BSU	2007-08	Black Scholars United	Sonoma State University
LIA	1994-97	Latinos in Agriculture	Cal Poly, SLO
EOP	1994-97	Educational Opportunity Program	Cal Poly, SLO

**PROFESSIONAL CONFERENCE PARTICIPATION**

C.L.E.P.	2017	National CLEP and Accuplacer Conference	New Orleans	Louisiana
N.A.C.A.D.A.	2016	National Academic Advising Association	Dubai	United Arab Emirates
N.A.C.A.D.A.	2015	National Academic Advising Association	Las Vega	Nevada
N.A.C.A.D.A.	2013	National Academic Advising Association	Salt Lake City	Utah
H.A.C.U.	2006	Hispanic Association of Colleges & Universities	Phoenix	Arizona
C.S.U.	2002-06	California State Counselor Conferences	CSU	System-wide

**CERTIFICATIONS**

CollegeBoard	2017	Certified to administer the Scholastic Aptitude Test SAT exams.
Cal State System	2015	Certified in Preventing Discrimination and Sexual Harassment
Cal State System	2015	Certified in Data Security and Privacy
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	Certificate of Completion 'Career Development' CPP, Inc./Stanford University SP-1184.

**INTERNSHIPS**

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

SYMPOSIA THE WASHINGTON CENTER Symposia  
 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.  
GRAPHICS Photoshop, PCs: Word, Excel, Powerpoint, Publisher.  
MEDIA MySpace, YouTube, Facebook video productions iMovie.  
WEB Dreamweaver Web Development, Drupal.

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

**INTERNATIONAL WORK PROJECTS**

China 2008 Participated in a smuggling operation of Bibles under the cover of the Olympics.  
Chekia 2006 Participated in Prague Spring Passion Week with various events and productions.  
Romania 2006 Participated in helping Gypsy orphanages by putting on a Children's Bible Camp in Arad.  
Thailand 2005 Participated in Tsunami Relief (MBMS) Agency construction outreach in Khu Khou Island.  
Hungary 2005 Participated in an outreach team to help put on a Children's Bible Camp in Tihany.  
Kenya 2004 Participated in a construction team to build a Bible Training Center on Mount Elgon.  
Brazil 2002 Participated in English Camp to school youth and underprivileged locals of Atibaia.  
Estonia 1990 Participated in Volunteers for Peace sports outreach activities in Tallinn and Narva.  
USSR 1990 Participated in Sputnik Youth Exchange goodwill program as Communism fell in Moscow.  
France 1989 Participated in an International Work Camp Jeunesse y Reconstruction in Ardeche.  
Mexico 1989 Participated in the Mexicali Outreach helping as a language interpreter for high school ministry.