

MARISOL VASQUEZ

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Summary of Experience

- Dynamic and results oriented teaching professional with superior interpersonal and communication skills and 7+ years of experience in motivating, advising, and training the student population.
- Possess a strong background in university recruitment and assisting in the management of university programs.
- Bilingual with an articulate fluency in English and Spanish; personable, easygoing communication style.
- Maintain excellent research, organization, time-management, and problem-assessment/resolution skills.
- Highly motivated, energetic professional with strong work ethic and professional goals.
- Over 10+ years of experience in working with diverse and multicultural student population

Education

Master of Science, Criminal Justice - 2008

California State University, Long Beach, Long Beach, California
Grade Point Average – 3.9

*Academically trained in research and analytical skills
Solution based approach focused*

Bachelor of Science, Criminal Justice – 2005

California State University, Long Beach, Long Beach, California
Grade Point Average – 3.3

Knowledge & Skill Area: Special events management, report writing, program development and management, knowledge of individual counseling techniques, promoting and implementing positive thinking methods amongst co-workers

Work Experience

Program Facilitator, Parent Institute for Quality Education, Los Angeles, CA	05/14-present
Family Law Case Management Consultant, Long Beach, CA	01/11-present
Outreach Assistant, Long Beach City College, Long Beach, CA	04/13-09/13
Faculty Intern, Los Angeles Mission College, Sylmar, CA	06/09-12/09
Transfer Advisor/Recruiter, California State University, Long Beach, Long Beach, CA	02/08-09/09
Administrative Assistant, California State University, Long Beach, Long Beach, CA	04/06-02/08
EOPS Support Specialist, Long Beach City College, Long Beach, CA	08/05-01/06
Student Assistant, California State University, Long Beach	08/02-08/05
Head Residential Advisor, California State University, Long Beach, CA	06/05-08/05
Federal Probation Intern, United States Probation and Parole Office, Long Beach, CA	11/04-05/05

- Facilitating workshops for parents of elementary and middle school students. Assisting parents in having a better understanding of the community college, CSU, and UC systems. Encouraging parents to be involved in their child's academic endeavors early on by meeting with teachers, counselors and visiting college campuses. Advising and mentoring parents on courses needed for high school and college preparedness.
- Investigate and research family law codes and child support laws as it pertains to the clients' case. Prepare and file court pleadings with the courts in preparation for mediation and court hearings. Assist clients with navigating the court system and social services systems.
- Assist clients with referrals to non-profit organizations in their respective communities to obtain assistance with food, shelter, clothing and utility assistance. Assist clients with helpful tips on how to independently litigate, advocate, and negotiate their case in the courtroom.
- Competitively selected to teach an *Administration of Justice - Criminal Investigation* course. Provided instruction in assigned course in accordance with course objectives and student learning outcomes. Selected and utilized a variety of approved course materials and teaching methods to ensure the needs of the students. Provided students with course requirements, evaluation procedures and attendance policies information.

- Mentored, counseled and guided students into criminal justice careers. Provided students with academic support and advice, along with referrals for additional assistance as needed.
- Responsible for the academic advisement of 150-200 students, caseload management included progression, retention and graduation. Provided accurate individual academic and career counseling to prospective students based on assist.org, CSULB catalog and other counseling resources available
- Assisted with the *solution-based approach* to facilitate the successful transfer for Long Beach City College students to CSU, Long Beach in order to increase transfer student rates, student academic success and graduation.
- Participated in the program development, management, implementation and assessment for CSULB Educational Opportunity Program's pilot program – Overnight Weekend Program. Researched, compiled and revamped the programs' Residential Advisor Training Manual and Policies & Procedures.
- Supervised and mentored 5 residential advisors for the CSULB EOP Overnight Weekend Program. Developed and presented training workshops for Overnight Weekend Program Residential Advisors.
- Organized and conducted Admissions Workshops for prospective students varying in small to large groups
- Provided front-desk representation, clerical support and customer service for CSU, Long Beach's – Educational Opportunity Program, directing student traffic with a proven ability to maintain open lines of communication.
- Tactfully and competently assisted U.S. Probation Officers with unannounced residential and employment visitations, report writing, court attendance, data entry and confidentiality when dealing with sensitive issues.

Computer Skills

Language – Bilingual (Spanish – Read/Write/Speak) **Clerical Support** – 50 WPM

Computer Proficiency – MS Office (Word, Access, Excel, Outlook, PowerPoint), People Soft 8.9, Knowledgeable of MS Windows XP and Vista OS, and Internet Explorer

Professional Organizations

Member, American Correctional Association

Member, American Society of Criminology

Volunteer Activities

2009 – Present

Long Beach Unified School District – Volunteers in Public Schools

Responsibilities: Assisting teachers with school projects and staff with school events.

2010 - Present

Making Our Mothering Significant (M.O.M.S.)

Responsibilities: Assisting with making care packages for the homeless.

2014 – Present

Long Beach Ronald McDonald House

Responsibilities: Assisting with clerical work, Spanish to English translation, teaching children a new skill to be independent, assisting with household duties.