

Dr. Jacob-Aidan Isaiah Martinez

San Antonio, Texas | Website: www.dr-jam.com | Email: contact@dr-jam.com

EDUCATION

Texas Tech University

Lubbock, Texas

Doctor of Education, May 2022

Major: Higher Education Administration - GPA: 4.0

Dissertation: *Influences of Campus Experiences on the Academic Success of Community College Latino Male Graduates* - (Committee: Dr. Stephanie Jones (Chair), Dr. Hugo Garcia, and Dr. Oralia De Los Reyes).

Honor Societies: The Golden Key International Honor Society - Inducted Fall 2018

The Honor Society of Phi Kappa Phi - Inducted Spring 2018

University of North Texas

Denton, Texas

Master of Science, Expected May 2025 (5 Courses Completed, 3 Courses Currently Enrolled, 3 Courses Left)

Major: Educational Psychology - Learning and Development - GPA: 4.0

University of Texas at San Antonio

San Antonio, Texas

Master of Education, December 2009

Major: Educational Leadership and Policy Studies - Higher Education Administration

Honor Societies: Alpha Chi Scholarship Honor Society - Inducted March 2010

Omicron Delta Kappa National Leadership Honor Society - Inducted March 2009

St. Mary's University

San Antonio, Texas

Bachelor of Arts, Major: Criminal Justice - May 2008

Palo Alto College

San Antonio, Texas

Associate of Arts, Major: Sociology - August 2007

Associate of Arts, Major: Criminal Justice - August 2006

WORK EXPERIENCE

San Antonio College (May 2011 - Present)

San Antonio, Texas

Director of Student Success (March 2019 - Present)

- Direct the Office of Student Life and rebrand department with new initiatives at San Antonio College.
- Oversee Student Activities, Chartered/Registered Student Organizations, Student Leadership, Club Sports/Intramurals, Experiential/Service Learning, Civic Engagement, Volunteerism, Health & Wellness, Financial Literacy, & LGBTQ+ Services.
- Oversee Title IV Grants to begin initiatives with Financial Literacy and Bae-B-Safe/Healthy Futures Grant.
- Manage Student Activity Fee and Operating Accounts totaling \$1.5 million.
- Supervise over 25+ Employees and monitor performance using weekly performance score cards.
- Chair and facilitate the Student Activity Fee Committee governed by the Texas Education Code.
- Co-Liaison for SAC Auxiliaries; Hospitality Services (Lancer/Tony G's), Vending (McCliff and Coca Cola), and Campus Bookstore (Follett/Barnes & Noble).
- Oversee and help coordinate efforts for cultural committees on campus; Black History Month, Women's History Month, LGBTQIA+ History Month, Mi Gente Month, Native-American History Month, and Asian Pacific History Month.
- Oversee Free Speech Areas and Procedures on campus, including student rights and responsibilities.
- Coach departments in the Student Success Division on business-critical goals as the 4DX (4 Disciplines of Execution) Coach.
- Co-advise the Student Government Association, Student District Council and Board Student Trustee.

- Mentored the Student District Trustee (2021-2022 & 2023-2024) who is the voice of all Alamo College Students for the academic year.
- Developed Student Success Learning Outcomes and report annually with score cards to show progression of the department to make data informed changes and new initiatives.
- Oversaw additional projects such as the College Mascot; cap and gown distribution; and honor societies.
- Created Health and Wellness Program including 5K virtual races monthly.
- Created E-Gaming Leagues for virtual tournaments for PS4, XBOX, and Nintendo systems.
- Oversaw Outreach K-10th Grade Efforts with local ISDs during 2019-2020 academic year.

Special Projects / “Interim Dean for Student Success” (August 2018 - March 2019)

- Selected to serve in a role similar to the Interim Dean for Student Success while a candidate was selected.
- Chaired the search committee for the Dean for Student Success.
- Collaborated on several special projects to ease workload of current Dean for Student Success and Vice President for Student Success during transition of the new dean.
- Updated and helped departments fill Federal Work Study positions across the college; maintained list to ensure college stays within Federal Work Study budget with HR Representative.
- Created new department and hired staff for funded Financial Literacy Project with Title V Grant.
- Collaborated with Administrators to prepare for submission of SAC’s Texas Award for Performance Excellence (TAPE) application.
- Coordinated with Institutional Research Office to help gather Student Success Learning Outcomes from SS Division.

Director of Student Conduct & Title IX (September 2015 - March 2019)

- Directed the Student Conduct & Title IX Office initiatives, Senior Support Specialist, Student Conduct Officers and Interns.
- Served as Designee to the Vice President of Student Success for Title IX, discrimination, and compliance issues.
- Educated/trained administrators, faculty, staff, and students on ACD Policies (Conduct/Title IX) and Federal Regulations.
- Collaborated with campus police, administration, human resources, counseling, and legal counsel on investigations/incidents.
- Lead Investigator for Code of Conduct violations, Title IX/Office of Civil Rights complaints, and behavior issues.
- Managed the ACD Student Code of Conduct, Title IX and discrimination Policies.
- Created, chaired and facilitated the Behavior Intervention Team (BIT) - Strategies of Behavior Intervention (SOBI) Committee/Team.
- Chaired and facilitated the student petition committee for refunds/appeals.
- Chaired and facilitated threat assessment team – identify dangerous students using SIRVA assessment tool.
- Managed all student disciplinary background checks, travel checks, registered sex offenders list, and subpoenas.
- Tracked and responded to all student feedback, non-academic complaints and grievances.
- Created new Complaint Management and Student Petition procedures at San Antonio College.
- Created and executed programming monthly for Culture of Respect Initiative/SAC Cares.
- Created and supervised Student Advocacy Council with Innovations Grant.
- Tracked all sexual assault trainings/data (Haven) and add to Clery reports when needed.
- Collaborated with campus police to ensure a safe and friendly campus environment.
- Trained faculty on best practices when handling insubordinate students and deescalating crucial conversations, including classroom management techniques.
- Managed office budget, processes, strategic planning/ 4DX goals, student success learning outcomes, etc.
- Liaison for 3rd Party Housing; Tobin Lofts Apartments – Assist with programming for residents.

Coordinator of Student Success (May 2011 - September 2015)

- Supervised club sport coaches, glee club coach, and professional part time employees in the Office of Student Life.
- Updated and tracked the Office of Student Life hard money/soft money budgets totaling \$525,000.
- Advised Men's Soccer, Women's Soccer, Men's Baseball, Campus Activities Board (CAB) and Phi Theta Kappa students.
- Tracked and provided assistance for 25 student clubs and organizations throughout the academic year.
- Purchased all office supplies/sports equipment and contract building maintenance for the OSL and Loftin Student Center.
- Scanned and tracked all inventory control on all equipment in the Student Life Office.
- Verified student's eligibility for club sport teams and student organizations and updated student holds on Banner System.
- Created, planned, and executed several student events a week and attended all club sport games/glee club performances.
- Gathered student sign-ins and evaluations at events to evaluate objectives and how they correlate with the CAS standards.
- Created and completed contracts for special events, entertainers, promoters and contracted services.
- Verified and filed claims for accidental student insurance for students with Risk Management Enterprise.
- Collected dues, created spreadsheets and disbursed funds to club sport teams.
- Created travel advances/reimbursements for employee and student travel in Banner System.
- Initiated all direct pays, checks and requisitions in Banner System for Student Life Office.
- Trained all new faculty/staff members in Banner System for the entire SAC Campus.

Omega Delta Phi Fraternity, Inc. (August 2006 - July 2015)

San Antonio, Texas

National President (January 2013 - July 2015)

- Elected as the 11th National President and the youngest National President in history of the organization.
- Supervised over 1,500 undergraduate men, 67 Entities (Chapters and Colonies) and 30 Vice Presidents, National Directors, and Regional Directors across the United States.
- Created long-term goals for the organization as Board of Directors Member.
- Created and maintained budget approved by the Board of Directors.
- Attended weekly conference calls, monthly business trips, national conferences and NIC/AFA conferences.
- Created Entity Action Plan, Risk Management Manual, and National Executive Manuals.
- Conducted investigations regarding student conduct and violation of policies/constitution.
- Represented organization in court, recorded depositions, and other legal matters.
- Planned 2 national conferences a year for over 500 attendees in various cities across the US.
- Created sponsorships with other companies, non-profit organizations and Alumni.
- Approved and worked with members to file accidental insurance provided by the organization.
- Provided public comments and statements to media from Board of Directors, as needed.
- Created partnerships with national offices of the United Way, City Year, and Teach for America.

National Vice President of Undergraduate Affairs (November 2011 - December 2012)

- Supervised 11 National Directors.
- Conducted investigations, placed sanctions, and supervised/maintained order within the entities.
- Distributed/collected reports with GPA, service hours, dues and goals.

Central Texas Regional Director (May 2008 - June 2012)

- Director of 7 universities within the Central Texas Region.
- Conducted investigations, placed sanctions, and supervised/maintained order within the entities.
- Created and executed 2 conferences a year, collected membership dues, and paid national invoices.

National Undergraduate Representative (August 2006 - May 2008)

- Representative for all undergraduates within the 51 entities in the United States.
- Created documents, spreadsheets, memorandums, and other business letters/emails.

Texas A & M University - Kingsville (July 2010 - April 2011)

Kingsville, Texas

Assistant Registrar

- Supervised all full time/part time staff and student workers.
- Updated student records; change of majors, address changes, social security number changes, name changes, and residency records.
- Opened/locked up of all student files, vault and transcripts during business hours.
- Updated graduation lists, excludes, review of programs, rosters and reinstatements.
- Assisted with commencement ceremony; ordered diplomas and passed them out after ceremony with University Provost.
- Submitted and worked on state CBM reports; cleared CBM errors.
- Created and updated all budgets and order office supplies as necessary.
- Created assessments, enhancement programs and registrar manual to improve staff knowledge.
- Trained faculty and staff on Banner procedures and forms.
- Reported day-to-day add, drops, withdrawals, Alcatel phone records, Talisma communications and AEP requests.

The University of Texas at San Antonio (August 2008 - July 2010)

San Antonio, Texas

Outreach Coordinator (September 2009 - July 2010)

- Moved to new position within same department, Enrollment Services and Financial Aid, due to UTSA needs.
- Presented enrollment services and financial aid presentations to high school and middle school students and parents.
- Assisted office with peak times in call center, counter, and at downtown location.
- Processed and added scholarships to financial aid student budget; followed up with students for required “thank you” letters.
- Processed and added Hazlewood applicants to financial aid student budget for veterans; collected DD214s, Muskogee letters, etc.
- Sat on Satisfactory Academic Progress (SAP) appeals committee.

Enrollment Services Officer I (August 2008 - September 2009)

- Assisted students with financial aid, billing, enrollment, admissions inquiries, registrar questions, and credit card payments.
- Advised, problem solved, and counseled students/parents regarding admissions, registrar, and financial aid inquiries.
- Acted as a liaison between students and other departments.
- Utilized the Banner student system to investigate student records in answering account questions posed by students/parents.
- Maintained current knowledge of financial aid, admissions, and registration processes and procedures.
- Worked in a team atmosphere to problem solve difficult inquiries and come to a positive resolution for the student/parent, while upholding FERPA regulations.
- Worked as Fiscal Services Aid in the Business Office and collected tuition payments; updated in Banner; and cashed out credit card ledgers daily.

St. Mary’s University (August 2007 - May 2008)

San Antonio, Texas

Federal Work-Study

- Worked in Recognized Student Organization/Campus Life Department as a work-study student for the Student Government Office doing administrative assistant job duties.

MAJOR HIGHER EDUCATION INITIATIVES ACCOMPLISHED

- 2023 - Collaborated to open SAC E-Sports Arena, the first in the Alamo Colleges.
- 2023 - Featured Speaker at DeJa Tu Huella Event sponsored by Cheetos/PepsiCo. SAC was picked as one of only three HSIs in the nation to host this event to bring awareness to sponsored scholarships.
- 2022 - Created/Opened Pride Center on campus, the first and only in the Alamo Colleges.
- 2022 - Co-created inaugural Lavender Graduation Ceremony to acknowledge LGBT+ Graduates.
- 2021 - Created new LGBT+ initiatives at San Antonio College and was recognized by the Campus Pride Index with a 4.5 out of 5.0 rating.
- 2021 - San Antonio College was named one of the Top 8 Community Colleges Leading the Way for LGBTQ Inclusion in the nation due to the new LGBT+ initiatives that were created at the college.
- 2021 - San Antonio College was recognized as the number one community college in the nation honored with the Aspen Prize for Community College Excellence due to the laser focus on student success that the employees collectively worked for.
- 2020 - Co-created the Student Enrichment Center at San Antonio College that featured Experiential Learning, the FYE, Peer Mentoring Program, and Career Services.
- 2020 - Pitched/Created the First Year Experience (FYE) at San Antonio College and co-developed plan for campus integration.
- 2020 - Created new Financial Literacy (Financial Aid) and Financial Wellness programs at San Antonio College with collaboration of Wells Fargo grant.
- 2019 - Certified to be College Coordinator for Quality Matters certification for Online Learner Support – Received Online Learner Support Certification, October 2019 – the 3rd Community College in the nation to receive QM Certification in that category at San Antonio College.
- 2019 - Co-created Experiential Learning Program at San Antonio College and the Alamo Colleges.
- 2019 - Created the LGBT Pride Committee and organized Pride Activities for San Antonio College including participation in the Pride Parade and Festival.
- 2019 - Co-created Alamo Colleges District Board Procedure: *F.9.1.1 – Protected Expression on Campus – Students’ Rights and Responsibilities*.
- 2018 - Collaborated with Vice President of Student Success to prepare for Alamo Colleges Malcolm Baldrige National Quality Award on-site visit in Category 3 – Customers; was selected to represent SAC in 3 on-site interviews with Baldrige Reviewers. Alamo Colleges District was named the 2018 recipient of the Malcolm Baldrige National Quality Award.
- 2018 - Created a complaint management system for San Antonio College and later developed for the Alamo Colleges District.
- 2017 - Co-created Alamo Colleges District Campus Carry Procedure: *G.1.4.5 – Rules Limiting Licensed Concealed Carry of Handguns*.
- 2017 - Co-revised Alamo Colleges District Board Procedure: *F.4.2.1 – Non-Academic Misconduct Disciplinary and Appeal Process*.
- 2016 - Co-edited platform and managed smartapp for student social services at SAC called Reach Out.
- 2015 - Created the Student Conduct & Title IX Office and rebranded the SAC Cares initiative at San Antonio College. The model was used to create Student Conduct/Title IX Offices at all Alamo Colleges years later.
- 2015 - Co-created Alamo Colleges District Board Procedure: *H.1.2.3 – Bully Free Workplace and Campuses* as SAC Staff Senate President.
- 2013 - Created Health and Wellness program at San Antonio College by opening Health Promotions Office.
- 2012 - Created Financial Literacy Program at SAC sponsored by Generations Federal Credit Union and developed the Money Matters Series.
- 2011 - Co-created and co-designed one stop shop in Student Center at Texas A&M University - Kingsville.

TEACHING EXPERIENCE

University of Texas at San Antonio (January 2024 - Present)

San Antonio, Texas

Adjunct Faculty/Lecturer

- Teaching *HSA 5023 - Introduction to Higher Education and Student Affairs* - Fall 2024
 - Learning Outcomes included: students will provide an understanding of the historical and philosophical influences and organizational structures which have guided the evolution of the student affairs profession; explore the purpose, organization and functions (functional areas) within student affairs, and the profession's relationship to the academic (researchers) community; increase awareness of the current socio-cultural issues central to student affairs; be acquainted with the various professional organizations, journals, and research sources in the field; and learn how to integrate social justice into all we do and how we serve students.
- Taught *HSA 5003 - History of Higher Education in America* - Summer 2024
 - Learning Outcomes included: students will have working knowledge of higher education institutions and practices since the 17th century; understanding this evolution in the context of major socio-political and cultural movements; and describe the impact of this history and critical contexts on today's administrators and institutions.
- Taught *HSA 6513 - Introduction to Student Services in Community College* - Spring 2024
 - Created class/syllabus – Class was new to the program/degree plan.
 - Learning Outcomes included: students will describe the historical development of the community college; explain the comprehensive mission of colleges; explain the various functions of the community college specifically student affairs; and apply information and skills learned as a practitioner within the higher ed landscape.

San Antonio College (August 2020 - Present)

San Antonio, Texas

Adjunct Faculty

- Taught *EDUC 1300 and EDUC 1100 - Learning Frameworks*.
- Semesters Taught: Fall 2020, Spring 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2023, Fall 2023, and Fall 2024.
- Learning Outcomes included: students will explore, identify and apply psychological theories of learning, cognition, and motivation; will identify and apply effective learning strategies; and explore a variety of leadership models and theories.
- Helped students create mission statements, e-portfolios, and strengthen writing skills.
- Advised students; sent early alerts; recorded mid-term and final grades through ACES System.
- Created course in Canvas system and added required documents to concourse system.
- Quality Matters Certified: 2020 - Present

Northwest Vista College (August 2017 - December 2020)

San Antonio, Texas

Adjunct Faculty

- Taught *EDUC 1300 - Learning Frameworks*.
- Semesters Taught: Fall 2017, Fall 2018, Fall 2019 and Fall 2020.
- Learning Outcomes included: develop and use effective learning strategies; demonstrate and exhibit the interpersonal behaviors needed to succeed in the college and career environment; and fostering personal leadership skills, civic engagement, and community responsibility.

PROFESSIONAL DEVELOPMENT

SELECTED PROFESSIONAL CERTIFICATIONS/CONTINUING EDUCATION UNITS

- *Certified Student Affairs Educator (CSAEd)* - Higher Education Consortium for Student Affairs Certification, August 2024.

- *Certified Student Affairs Educator - Campus Activities (CSAEd-CA)* - Higher Education Consortium for Student Affairs Certification, August 2024.
- *Certified Student Affairs Educator - Student Conduct Administration (CSAEd-SC)* - Higher Education Consortium for Student Affairs Certification, August 2024.
- *College Student Wellbeing Trauma and Resilience*, Florida State University, August 2024.
- *Professional Certification in Trauma and Resilience: Level 2*, Florida State University, August 2024.
- *Professional Certification in Trauma and Resilience: Level 1*, Florida State University, August 2024.
- *Non-Clinical Assessment of Suicide*, National Behavior Intervention Team Association, August 2024.
- *ADA Coordinator Training Certification Program (ACTCP) - Pending 6 hrs.*, University of Missouri/Great Plains ADA Center, July 2024 - Present.
- *Texas Health and Human Services*, TX Department of State Health Services (CEUs - 14 Hours), July 2024.
- *Sexual Assault Refresher (Title IX Investigator Recertification)*, D.Stafford & Associates, June 2024.
- *Trauma Informed Care*, Texas Department of Family and Protective Services, February 2021.
- *Preparing for Program Reviews*, Quality Matters, September 2018.
- *Supporting Men of Color in the Community College*, Center for Organizational Responsibility and Advancement, April 2018.
- *Racial Microaggressions Certification*, Center for Organizational Responsibility/Advancement, April 2018.
- *Unconscious Bias Certification*, Center for Organizational Responsibility/Advancement, April 2018.
- *Campus Threat Management*, National Behavioral Intervention Team Association, November 2016.
- *Title IX Coordinator and Investigator Certification*, D.Stafford & Associates, October 2015.
- *Title IX and Student Conduct Institute*, Association for Student Conduct Administrator, October 2015.
- *7 Habits of Highly Effective People Certification*, Alamo Colleges, July 2014.

LEADERSHIP EXPERIENCE

HACU's Leadership Academy/La Academia de Liderazgo (October 2023 - June 2024)

- Fellow in the fifth cohort of Leadership Academy.
- One of fifty Higher Ed Professionals selected to join program that is designed to increase diverse representation in executive and senior-level positions in Higher Education.

HACE Leadership Program for Emerging Latino Leaders (May 2023 - August 2023)

Project: Overcoming Career Barriers

- Fellow in a dynamic and intensive Action Learning Experience that transforms high-potential Latino professionals into high-performing leaders.
- Addressed a variety of topics through curriculum by mastering multiple roles and unique challenges that Latinx professionals face through self-reflection and coaching, peer mentoring, and culturally relevant content and conversations.

San Antonio Compassionate Institute - City of San Antonio (June 2020 - July 2020)

Compassionate Integrity Certificate of Achievement - Life University: Center for Compassion, Integrity and Secular Ethics

- Fellow in the Inaugural Class of the San Antonio Compassionate Institute.
- Addressed and explored new techniques on how to build systemic compassion into every action, decision, and policy within our educational institution.

Alamo Colleges Leadership Academy for Success (ALAS) - Alamo Community College District (September 2016 - April 2017)

- Addressed a variety of topics within the Alamo Colleges.
- Proposed changes to processes that would simplify enrollment process within district and college campuses.
- Created a strategic link between the work of the team and the goals of the Alamo Colleges.

NCCHC Leadership Fellows Program - National Community College Hispanic Council (June 2016 - September 2016)

Case Study: Transformational Leadership in Administrators

- Completed two residential training seminars: June - San Diego, CA; September - Costa Mesa, CA.
- Prepared an individualized professional development plan and engaged in mentoring relationship with former administrators.
- Presented case study on transformational leadership in community college administrators.
- Graduated from fellows' program and became member of the NCCHC, an affiliated council of the American Association of Community Colleges.

Alexander E. Briseño Leadership Development Program (ABLDP) - San Antonio Hispanic Chamber of Commerce (June 2014 - December 2014)

Project: Fit Food Families

- Addressed a variety of topics such as strategic planning in San Antonio.
- Created/proposed project to City Council on Health & Fitness initiatives.
- Executed pilot project at Haven for Hope with 30 children and parents.
- Graduated from program and became member of the SA Hispanic Chamber of Commerce.

TRAINER EXPERIENCE

Livingworks Education (July 2018 - December 2020)

Provisional Trainer

- Certified Provisional Trainer for Applied Suicide Intervention Skills Training (ASIST).
- Certified participants who complete ASIST 11 Training/Workshops.
- Hosted trainings at San Antonio College for local community.

ADMINISTRATIVE EXPERIENCE - PROFESSIONAL

Texas Association of Chicanos in Higher Education (TACHE) (June 2024 - Present)

2025 Conference Committee - Operations Team

- Currently working with other TACHE Conference Teams to ensure that 2025 State Conference in Austin/Georgetown, TX operates as planned.

Omega Delta Phi Fraternity, Inc. Board of Directors (January 2013 - December 2023)

Ex-Officio

- Created long-term goals of fraternity and partnerships within the organization.
- Created Board of Directors Policies and Procedures, revised National President Elections Manual.
- Advised and assisted current National President with various projects.
- Assisted in annual report for stakeholders and investors.
- Attended face-to-face meetings in various cities, and represented organization at conferences, as needed.

Texas Junior College Student Government Association (May 2020 - May 2021)

Advisor Association Editor/ Region VI Advisor-Elect

- Updated and created website content for organization.
- Advised Region VI Officers and chapters; and taught Robert's Rule of Order to student officers.
- Coordinated and facilitated Region VI meetings for chapters.

ADMINISTRATIVE EXPERIENCE - INSTITUTIONAL

SACMen (March 2019 - Present)

Co-Advisor in Advisory Committee

- Advise students in classes, college navigation, life issues, and coordinating events on-campus
- Ensure that students stay on top of their academics, life matters, and plan for future after SAC.

- Mentor 3-5 students a semester within program – mentorship included weekly meetings, grade checks, and college navigation.

Phi Theta Kappa Honor Society– Beta Nu Chapter (August 2014 - September 2015; March 2019 - December 2023)

Co-Advisor

- Advised students in annual College Project and Honors in Action Project.
- Upkept membership books/logs of all inductees per semester.
- Paid all national invoices and deposited chapter funds in the chapter account.
- Coordinated all trips including Texas Regional Conference, District Meetings, Honors Institute, and National Convention - Catalyst.
- Assisted in major events such as Induction Ceremonies, Mobile Food Pantry, and Inspirational Awards Committee.

Student Government Association (March 2019 - December 2023)

Co-Advisor

- Advised students in creating policy for students on campus.
- Mentored officers on how to collaborate with administration on campus.
- Mentored Student District Committee (SDC) Chair to collaborate with all SGA Presidents at Alamo Colleges.
- Coordinated major events such as SGA Elections, Pizza with the President, Pan Dulce with the President, and Voter Registration.

San Antonio College Staff Senate (September 2014 - August 2016)

President (September 2015 - August 2016)

- Collaborated on district wide initiatives with Chancellor and Associate Vice Chancellor of Human Resources.
- Chaired the Staff Development Day Committee and collaborated with the Unified Staff Council.
- Adopted JT Brackenridge Elementary School and donated goods for special events, school supply drive, Angel Tree and Book Fiesta.
- Attended all Leadership Meetings, College Council Meetings, Strategic Planning Meetings/Retreat.

President-Elect (September 2014 - August 2015)

- Collaborated on district wide initiatives with Chancellor and Associate Vice Chancellor of Human Resources.
- Chaired the Staff Development Day Committee and collaborate with the Unified Staff Council.
- Created programming for Staff Development Day; purchase all materials and staff giveaways.
- Created and executed college/community-wide events including Employee of the Month ceremony, school supply drive, Angel Tree, etc.

SACtacular (January 2015 - December 2016; November 2018 - October 2019)

Co-Chair

- Planned and organized biggest community event at San Antonio College.
- Created a marketing plan to make the event successful.
- Appointed zone leaders, volunteers, and key staff members.
- Contracted performers, entertainment, vendors; collaborate with SA Health Department and Alamo Colleges Police Department.

Campus Activities Board, CAB - San Antonio College (June 2013 - September 2015)

Advisor

- Advised students in programming (planning/execution), contracting/negotiating quotes, and fiscal responsibility.
- Upkept membership; log all member hours for award incentives.
- Coordinated annual trip to the National Association of Campus Activities Conference.

St. Mary's University - University Ministry (April 2009 - February 2010)

Co-Director

- Organized a spiritual development retreat called Rattler Awakening.
- Assigned students to staff positions and attending weekly staff meetings.
- Created applications, agendas and other documents for the retreat.

ADMINISTRATIVE EXPERIENCE - COMMUNITY

Oyster Bake - St. Mary's University (January 2014 - Present)

Co-Chair - Booth

- Recruit over 70 Volunteers for Oyster Bake Booth during San Antonio Fiesta.
- Verify that all volunteers have been cleared and have TABC Certification on file with State of Texas.
- Schedule shifts to ensure volunteers are on hand during peak times, cash out sales, and count inventory to reduce shrink.
- Raised over \$10,000 annually for student scholarships; \$90,000 overall in 9 years of service.

St. Mary's University Alumni Association - Young Alumni Chapter (May 2013 - October 2014)

Social Chair

- Organized and promoted all social events for young alumni.
- Set up and executed all social events, alumni meetings, and other special events.
- Recruited alumni to volunteer for special events.

INSTITUTIONAL SERVICE

San Antonio College (2011 - Present)

Current Involvement:

- Strategies of Behavior Intervention (SOBI) Team - (Member, 2023 - Present; Chair, 2016 - 2019)
- Alamo Colleges District Student Life Committee (Chair, 2021 - Present)
- Student Activity Fee Committee (Chair, 2019 - Present; Secretary, 2012 - 2015)
- SAC - College Council (Member, 2015 - Present)
- SACMen (Mentor & Advisory Board Member, 2014 - Present)

Selected Former Involvement:

- LGBT Pride/Rainbow Committee (Co-Chair, 2019 - 2024)
- Modo Lab App Steering Committee (Member, 2022)
- Experiential Learning Task Force (Member, 2019 - 2022)
- First Year Experience Committee (Co-Chair, 2019 - 2021)
- Weeks of Welcome Committee (Chair, 2019 - 2021)
- SAC Commencement Committee (Marshal, 2019 - 2021)
- Quality Matters - Quality Assurance Team (College Coordinator, 2018 - 2020)
- 2020 Census - Higher Education Task Force (SAC Co-Chair, 2019 - 2020)
- Student Success Council (Advisor, 2018 - 2020)
- SAC Fiesta Brunch Fundraiser Committee (Member, 2018 - 2020)
- SACTacular Committee (Co-Chair/Fiscal Chair, 2014 - 2020)
- Title IX District Committee (Member, 2015 - 2019)

- SOBI District Committee (Chair, 2015 - 2019)
- Dean for Student Success Search Committee (Chair, 2018)
- Campus Carry District Committee (2015 - 2017)
- Staff Council (President, 2014 - 2016)
- Staff Development Day Committee (Chair, 2014 - 2016)
- Unified Staff Council (Member, 2014 - 2016)
- Vice President for Student Success Search Committee (Member, 2015)
- Black History Month Committee (Member, 2011 - 2015)
- Vice President for Academic Affairs Search Committee (Member, 2014)
- Academic Integrity Panel (Member, 2012 - 2013)

Texas A&M University – Kingsville (2010 - 2011)

- Commencement Committee (Chair, 2010 - 2011)
- One Stop Shop Committee (Member, 2010 - 2011)
- Technology Support Committee (Member, 2010 - 2011)

The University of Texas at San Antonio (2008 - 2010)

- Satisfactory Academic Progress (SAP) Appeal Committee (Member, 2009 - 2010)

SKILLS/GRANTS

Language Skills: Beginner Spanish.

Computer Skills: Windows/XP, and MS Office Suite (Word, Excel, PowerPoint, Outlook, Publisher).

Software Skills: Banner Systems (Finance, Financial Aid, Flexible Registration, Student and Workflow), Adobe Acrobat Pro, Blackboard, Canva Designer, Canvas, WEB-X, Talisma, Zoom, Streamyard, Concourse, Orgsync (Administrator), Campus Labs/Anthology (Administrator), Haven/Everfi (Administrator), Maxient (Administrator), and Guardian.

Website Building Skills: Epi – Digital Experience Cloud (Publisher), Webmaster (Publisher), and WordPress (Publisher).

Smartapp Building Skills: Reach Out Smart App (co-edited).

Grants Written and Accepted

- *“Technology – The Bridge Between Classroom and Campus”*, Alamo Colleges Participatory Grant, \$16,137, 2020-2021.
- *“AlamoPROMISE Financial Literacy Program”*, Wells Fargo Foundation, \$10,000, 2019-2020.
- *“S.A.C. – Student Advocacy Council”*, SAC’s Innovation Grant, \$1,000, 2016-2017.

SELECTED GENERAL COMMUNITY OUTREACH

United Way of San Antonio & Bexar County - Emerging Leaders Council (April 2017 - May 2021)

Member

- Volunteer on select community service projects around the city of San Antonio and its surrounding areas.

Big Brothers, Big Sisters of South Texas (September 2014 - May 2021)

Big Brother

- Mentored 2 Little Brothers; one in the community-based program and one in the work-based program.
- Community Little – mentored and worked with my little brother on various weekends and holidays.
- Work-based Little – mentored and worked with my little brother monthly at San Antonio College.

SERVICE PROJECTS

Volunteered over 850 hours of service; organizations include Court Appointed Special Advocates (CASA), Teach For America (TFA), City Year, The United Way, Habitat For Humanity, San Antonio Food Bank, Ronald

McDonald House, Fan Fiesta, San Antonio Oyster Bake, Children's Shelter, Goodwill and University Neighborhood Park and Association.

PROFESSIONAL MEMBERSHIPS IN HIGHER EDUCATION

TACHE - Texas Association of Chicanos in Higher Education (February 2024 - Present)
APCA – Association for the Promotion of Campus Activities (May 2022 - Present; 2012 - 2015)
NACA - National Association for Campus Activities (March 2019 – Present; 2012 - 2015)
Omega Delta Phi Fraternity, Inc. - (September 2006 - Present)
ATIXA – Association of Title IX Administrators (September 2015 - 2020)
ASCA - Association for Student Conduct Administration (September 2015 - 2020)
NaBITA – National Behavior Intervention Team Association (September 2015 - 2020)
AFA - Association of Fraternity/Sorority Advisors, Inc. (January 2012 - July 2015)
NIC - North-American Interfraternity Conference (May 2010 - July 2015)
SETA - SunGard Higher Education Technology Association (July 2010 - June 2011)
TACRAO - Texas Association of Collegiate Registrars and Admissions Office (July 2010 - June 2011)

SELECTED HIGHER EDUCATION HONORS & AWARDS

- *Certificate of Appreciation*, Phi Theta Kappa – Beta Nu Chapter, December 2024.
- *Impact Leader Award*, The National Society of Leadership and Success, December 2022
- *District V Hall of Honor Award*, Texas Region of Phi Theta Kappa, March 2022
- *San Antonio College Trusted Leader Award*, SAC Emerging Leaders Program, June 2021
- *Campus Pride Index Recognition*, Alamo Colleges Board of Trustees, April 2021.
- *Rising Star Award* – Alamo Colleges, Campus Labs, June 2020.
- *San Antonio College Trusted Leader Award*, SAC Emerging Leaders Program, June 2020.
- *Quality Matters – Online Learner Support Certification Award*, Alamo Colleges, February 2020.
- *National Institute for Staff and Organizational Development (NISOD) Excellence Award*, San Antonio College, May 2017.
- *Texas Tech Strikeforce Scholarship*, Texas Tech University, Summer/Fall 2016.
- *Achievement of Wildly Important Goal – Student Conduct/Title IX*, San Antonio College, October 2016.
- *Staff Council Service Honoree Award*, Staff Council - San Antonio College, August 2016.
- *Board of Directors Lifetime Achievement Award*, Omega Delta Phi Fraternity, Inc. Board of Directors, July 2015.
- *Advisor Hall of Honor*, Texas Region of Phi Theta Kappa, May 2015.
- *Honorary Membership*, Sigma Alpha Pi-The National Society of Leadership and Success, May 2015.
- *The President's Volunteer Service Award – Gold*, Corporation for National and Community Service, February 2015.
- *District-Wide Employee of the Month*, Alamo Colleges, December 2014.
- *Phi Theta Kappa Advisor Award*, Phi Theta Kappa – Beta Nu Chapter, December 2014.
- *Employee of the Month*, San Antonio College, July/August 2014.

PROFESSIONAL SPEAKING ENGAGEMENTS/LECTURES/PRESENTATIONS/FACILITATIONS

Professional/Contracted Speaking Engagements

- Keynote Speaker. “Three Traits of a Great Leader”. The National Society of Leadership and Success Induction Ceremony. San Antonio, TX. December 1, 2022.
- Keynote Speaker: “Resiliency Speech”. The National Society of Leadership and Success Induction Ceremony. San Antonio, TX. May 6, 2022.
- Keynote Speaker: “Resiliency Speech”. Travis High School Hispanic National Honor Society Induction Ceremony. San Antonio, TX. March 25, 2022.

- Contracted Presenter: “Because Quality Matters: Roadmap to Online Learners Student Success”. National Institute for Staff and Organizational Development. Virtual Presentation. August 3, 2020.
- Contracted Keynote Speaker: “It’s All Fun & Games Until Someone Gets Hurt (not really..)”. Texas A&M Corpus Christi – Hazing Prevention Week Kick-Off. Corpus Christi, TX. September 23, 2019.
- Keynote Speaker: “Growing Up Bullied & Beaten, but Never Defeated”. Omega Delta Phi Central Texas Regional Conference. Edinburg, TX. February 25, 2017.

Professional Lectures

- Guest Lecturer: “Legal Practices in Higher Education”. University of Texas at San Antonio – Higher Ed Administration Class – HSA 6003 – Higher Education Law. San Antonio, TX. February 27, 2019.
- Guest Lecturer: “Student Conduct Policies in Higher Education”. University of Texas at San Antonio – Higher Ed Administration Class - HSA 6143 – Administrative Issues in Higher Education & Student Affairs. San Antonio, TX. October 16, 2018.

Professional Presentations

International/National Conference Presentations

- Presenter: “Your Journey to be an Authentic Leader”. Association for the Promotion of Campus Activities - 18th Annual Leadership on Broadway Experience. New York, NY, July 24, 2024.
- Co-Presenter: “My SAC Journey”. National Institute for Staff and Organizational Development. Virtual Presentation. April 29, 2021.
- Presenter: “Lead Like You Mean It”. The National Society of Leadership and Success. Virtual Summit. October 1, 2020.
- Co-Presenter: “Because Quality Matters: Roadmap to Online Learners Student Success”. National Institute for Staff and Organizational Development. Virtual Presentation. May 27, 2020.
- Co-Presenter: “And Then There Was Light: Identifying & Filling Gaps in Online Student Services”. Quality Matters Connect Conference. Grapevine, TX. October 28th, 2019. Web-casted LIVE.
- Presenter: “Title IX & Conduct”. Omega Delta Phi Central Texas Regional Summit. Austin, TX. November 3, 2018.
- Presenter: “Time Management: Juggling Multiple Responsibilities”. Omega Delta Phi Central Texas Regional Conference. Austin, TX. November 6, 2010.
- Presenter: “Easing Your Graduate School Fear”. Omega Delta Phi National Conference. Houston, TX. July 17, 2009.
- Presenter: “Running an Effective Chapter”. Omega Delta Phi Central Texas Regional Conference. Edinburg, TX. November 6, 2008.
- Presenter: “National Leadership and Why it’s Important”. Omega Delta Phi Central Texas Summit. Laredo, TX. September 10, 2008.
- Presenter: “The Importance of a Healthy Chapter”. Omega Delta Phi Leadership Conference. Norman, OK. July 16, 2008.

Selected Institutional Presentations

- Co-Panelist; “First Generation Panel”. San Antonio College First Gen Week Panel. San Antonio, TX. November 8, 2022.
- Co-Panelist: “In Solidarity: LGBTQIA+ Voices of Change in the Community”. Alamo Colleges District Special Pride Month Panel. San Antonio, TX. June 29, 2022.
- Presenter: “SACMen Pillar Series: Identity”. San Antonio College SACMen Students. San Antonio, TX. May 3, 2022.
- Co-Presenter: “Student Leadership Opportunities and Impactful Practices”. Alamo Together Summit. San Antonio, TX. September 22, 2021.
- Co-Presenter: “Strategies of Behavior Intervention: How SOBI is used on your Campus”. Alamo Colleges Student Success Summit. San Antonio, TX. April 6, 2018.

- Presenter: “FERPA & Title IX - What You Need To Know”. San Antonio College Dual Credit Students. San Antonio, TX. August 31, 2017.
- Presenter: “Student Social Services - SAC”. Tulsa Community College Administrators, Special Presentation. San Antonio, TX. July 26, 2017.
- Presenter: “Lead Like You Mean It!” San Antonio College Envision Conference. San Antonio, TX. September 9, 2016.
- Presenter: “How to Land a Job”. San Antonio College Career Series. San Antonio, TX. April 19, 2012.
- Presenter: “Portfolio Building: Showcase Your Talent”. San Antonio College Fair. San Antonio, TX. March 8, 2012.
- Presenter: “Resume Writing: Sell It!” San Antonio College Career Fair. San Antonio, TX. March 8, 2012.

Professional Facilitations

- Trainer: “RSO Risk Management.” Student Leadership Retreat. Mountain Home, TX. November 5, 2022.
- Trainer: “SAC Cares - How to Deescalate Crucial Situations.” San Antonio College. San Antonio, TX. Training for Adjunct Faculty in Mexican-American Studies, Early Childhood Studies, Sociology, Social Work & History Department. June 21, 2018.
- Facilitator: “29th Annual Student Conference on Latino Affairs.” Texas A&M University. College Station, TX. March 3-5, 2017.
- Trainer: “SAC Cares Training.” San Antonio College. San Antonio, TX. Training for Student Success Division Employees. February 10, 2017.
- Trainer: “SAC Cares Training.” San Antonio College. San Antonio, TX. Training for Student Success Division Employees. February 8, 2017.
- Trainer: “SAC Cares & Risk Management.” San Antonio College. San Antonio, TX. Training for Student Leaders. October 21, 2016.
- Facilitator: “IMPACT Leadership Institute.” Texas Christian University. Fort Worth, TX. Training for Greek Life Leaders at TCU. January 9-11, 2014.

Media Coverage

Newspaper

Photo: *Hundreds of San Antonio College Graduates Celebrate Via Drive-Thru Event Saturday*, San Antonio Express-News, November 21, 2020.

Feature: *Creative Compassion: Overcoming the Challenges of Remote-Learning Leadership*, Interview with Sonny Melendrez, April 29, 2020.

Feature: *College celebrates LGBTQIA+ History Month*, The Ranger, October 8, 2019.

Feature: *College seeks participants for pride parade*, The Ranger, June 26, 2019.

Feature: *Student Life plans to review application for campus demonstrations*, The Ranger, May 13, 2019.

Feature: *Office of Student Life has new Director*, The Ranger, April 1, 2019.

Feature: *SAC Announces New Director of Student Life*, San Antonio College, March 28, 2019.

Feature: *Walk Raises Heels, Voices Against Violence*, The Ranger, April 1, 2017.

Feature: *Transgender Students Safeguard Civil Rights*, The Ranger, April 10, 2017.

Feature: *Maintaining Compliance with Title IX*, The Ranger, February 20, 2017.

Feature: *Safe Learning, College Defends Against Domestic Violence*, The Ranger, February 20, 2017.

Feature: *SAC Cares streamlines grievance process for students*, The Ranger, October 20, 2016.

Television

Feature: *Great Graduates- Outgoing student leaders shines bright at San Antonio College*, KSAT 12 News, May 24, 2022.

Feature: *SACtacular Night*, Great Day SA, September 30, 2019.

Feature: *Member Stories: Jacob Aidan Martinez*, Generations Federal Credit Union, September 5, 2015.