

# KIMBERLY A. LEE

Rialto, CA | (626)-774-1424 | LinkedIn.com/in/klee | klee18@apu.edu

Bilingual (Spanish) student affairs professional dedicated to supporting, counseling, and mentoring students to achieve academic and personal goals through an equity, diversity, and social justice approach.

## HIGHER EDUCATION EXPERIENCE

### **Rancho Academy Intern, Office of Diversity, Equity and Inclusion**

**Feb 2021- Present**

*Rancho Santiago Community College District, Santa Ana, CA*

- Increased knowledge and sensitivity for assisting underrepresented and marginalized students through trainings, counselor shadowings, and course material development to advocate for diversity and inclusion

### **Kellogg Honors College (KHC), Envisioning the KHC Committee Member**

**Sep 2020**

*California State Polytechnic University, Pomona, Pomona, CA*

- Led task force of four student affairs professionals in design thinking to expand visibility of the Kellogg Honors College on and off campus resulting in an increase in inclusivity and outreaching efforts
- Developed and pitched prototype script for use in upcoming semester to improve prospective student, faculty and staff, and alumni engagement by showcasing success stories, streamlining referral processes, and utilizing strategic communication

### **Community College Counseling Apprenticeship, Success Guide**

**July 2019- Present**

*Chaffey College, Fontana, CA*

- Created support website for AB-540/DACA/Undocumented students and trained 30 apprentices and counselors to increase knowledge of resources, sensitivity, and confidentiality
- Developed educational plans and monitored progress for culturally diverse students including those transferring to CSU's, UC's, and private universities
- Referred students to campus resources (EOPS, Disability Resources, Career Services, Multicultural Center) to support academic and career success and foster sense of belonging
- Selected to present orientation to 25 Senior Early Transition students at local High Schools and develop educational plans for community college transition
- Developed rapport and began mentorship with 3 bilingual students interested in transferring to CSUSB
- Supported Spanish-speaking students through community college matriculation, major requirements, and AB-540 questions while referring to appropriate campus resources

### **STEM Summer Bridge Counselor, NODA (Assoc. for Orientation, Transition & Retention)**

**May 2019- July 2019**

*Auburn University, Auburn, AL*

- Counseled 20 underrepresented incoming STEM students to adjust to academic expectations and to prepare for successful first-year
- Developed and presented academic and personal enhancement workshops related to college transition: study skills, imposter syndrome, identity development, campus resources, and success tips
- Facilitated activities and discussions advising 5 students on social-emotional topics to foster development
- Supervised and facilitated Residence hall student development through communal activities

### **Career Services Graduate Assistant**

**May 2018- May 2019**

*Azusa Pacific University, Azusa, CA*

- Advised undergraduates, graduates, and alumni weekly on resumes, cover letters, Handshake, and LinkedIn to improve professional image and gain internship and job opportunities

- Developed First-Generation Career Center program to provide safe space for students to learn about career readiness and professional networking to improve student confidence and career prospects
- Counseled students on the job search utilizing Handshake and online websites while also referencing the O\*NET and Occupational Outlook Handbook to explore different job possibilities based on major
- Trained 6 assistants on counseling First-generation and Latinx students to increase sensitivity and resources

**Azusa Reads, Writes, and Counts (ARWC) Program Coordinator, Graduate Assistant** **May 2018- May 2019**

*Azusa Pacific University, Azusa, CA*

- Supervised Community Advancement program for marginalized students overseeing 20 undergraduate federal work-study students and 100 elementary school students
- Recruited, interviewed, hired, and trained 10 undergraduate students for an after school program for elementary students in the Azusa USD resulting in 94% successful student learning outcomes
- Organized and presented semester trainings for over 60 undergraduate tutors to increase student competence in diversity, multiculturalism, and social justice for supporting low-socioeconomic students
- Managed \$2,000 budget for End of the Year Celebration resulting in a successful event in appreciation of diversity and education to commemorate parents, students, families, partners, and tutors involved
- Coordinated programming to build community and a sense of belonging among undergraduate students
- Developed and mentored 3 student leaders through one-on-one weekly trainings to increase leadership skills and employability upon graduation

**TRiO College Tutor for Students with Disabilities**

**Dec 2012- June 2014**

*California State Polytechnic University, Pomona, Pomona, CA*

- Improved disability awareness and sensitivity through the Disability Resource Center monthly trainings
- Coached and mentored undergraduate students weekly to increase personal and academic development

**EDUCATION**

**Master of Science College Counseling and Student Development**

**May 2020**

*Azusa Pacific University, Azusa, CA*

Scholarships: State of CA Legends of the Industry, UFCW local 1167, College Counseling Department

- Strengths-Oriented Higher Education Certificate
- Competitor, NASPA Case Study- Online Learning
- Creator, Undocumented/ DACA support website

**Bachelor of Science Business Administration, Summa Cum Laude**

**June 2014**

**Emphasis: Management and Human Resources, Kellogg Honors College**

*California State Polytechnic University, Pomona, Pomona, CA*

- Founder, "Dreamer's Ally Network"
- Published author, *Journal of the National Collegiate Honors Council, Spring/Summer 2013*
- President, Student Demand for Equity in Education

## PRESENTATIONS

*“Supporting Undocumented Students.”* Training for 30 success guides and counselors, *Chaffey College*, Mar 2020

*“Promoting Wellness and Resiliency.”* Workshop for 10 foster youth, *Mt. San Antonio College*, December 2019

*“Career Counseling Latinx Students.”* Presentation for 20 people, *Azusa Pacific University*, February 2019

*“Overcoming the Imposter Syndrome.”* Presentation for 40 at-risk students, *Auburn University*, June 2019

*“DACA and CA Dream Act.”* Forum for 75 people, *California State Polytechnic University, Pomona*, February 2013

## RESEARCH EXPERIENCE

**Program Evaluation** of after-school tutoring program for 20 federal-work study student-workers through qualitative and quantitative instruments that measure professional development, sense of purpose, and leadership

**Qualitative research study** on the help-seeking behaviors of 8 first-generation Latino men at community colleges in the Southern California area to measure sense of belonging, resiliency, and social capital.

## SKILLS

- Fluency in Spanish- Speaking, Reading, Writing
- Microsoft Office, Google Office, Canvas, Blackboard, Handshake, SARS, PeopleSoft/Oracle, Canva (graphic design platform), SPSS, Qualtrics (survey software), ConEx Ed Cranium Café, Qless, Social Media Marketing