

CURRICULUM VITAE

Alondra Lerma

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Education:

Master of Education in Higher Education Administration

University of Texas at San Antonio; San Antonio, TX

Expected Graduation: December 2024

Bachelor of Arts in Psychology

2022

Wichita State University; Wichita, KS

Concentrations: Psychology, Community Psychology

Minors: Workforce Leadership, Spanish

Certificate in Community Psychology

2022

Wichita State University; Wichita, KS

Study Abroad Spring Semester

The University of Chester; Northern England, UK

Concentrations: Intercultural Experiential Learning, **Business** Spanish

2022

Experience:

Graduate Research Assistant, Part-time

Sept 2023 – Present

University of Texas at San Antonio

San Antonio, TX

- Conduct in-depth literature reviews to support research projects in STEM Inclusivity at Hispanic-serving institutions.
- Project assistance in website design, collecting and analyzing data, and writing proposals.
- Lead interviews with participants and implement qualitative research methodologies.
- Develop strong organizational skills to effectively balance research tasks and academic responsibilities.

Graduate Accreditation Intern, Part-time

May 2024 – Present

University of Texas at San Antonio

San Antonio, TX

- Collaborate with Continuous Improvement team members and provided administrative support as needed.
- Assist in preparing and organizing accreditation documents and reports.
- Learn about SACSCOC's compliance standards and the multiple software programs used to meet them.

Tutor-Counselor, Full-time

May 2024 – Jul 2024

Upward Bound Wichita Prep at Wichita State University

Wichita, KS

- Managed a cohort of 50 students, ensuring a supportive and structured living and learning environment.
- Mediated conflicts between students as well as staff.
- Counseled students on behavioral and interpersonal issues.
- Advised students on budgeting, transferring dual credits, and their first semester of college classes.
- Fostered a real and encouraging environment to enhance student engagement and self-confidence.

VITA Site Coordinator, Part-time

Jan 2023 – Apr 2023

United Way of The Plains

Wichita, KS

- Managed VITA site operations, but not limited to, securing the doors, creating maps for clients, sending out reminders to clients, volunteer coverage, and reporting back to headquarters.
- Safeguard that all tax returns are electronically filed in a prompt manner and that acknowledgments are reviewed.
- Make sure that the rejected returns are corrected, or the taxpayer is contacted.
- Found a strong rapport with Volunteers (ages 25-70) and clients from all backgrounds.

Compliance Assistant, Part-Time
Kanza Administrative Services LLC

Jul 2022 – Aug 2023
Wichita, KS

- Ensured administrative duties, not limited to these, such as managing company profiles and accounts and executing reports regarding CDL Class A Drivers.
- Served 45 companies and their employees of English and Spanish-speaking backgrounds.
- Tracked data, analyzed records, and reported liability issues for International Fuel Tax Agreement purposes (IFTA).
- Verified documentation, implementation, and communication of the business' regulatory policies and procedures.
- Cross-trained to also assist with new hire orientation and driver employee training.

Secretary, Part-Time
Cisco Transport LLC

Dec 2019 – Aug 2023
Wichita, KS

- Oversaw the production of company invoices and respective vehicle's travel expenses.
- Managed high-priority and confidential information.
- Organized critical financial documents and receipts into company filing systems.
- Kept a calm, professional, and courteous attitude toward customers and colleagues.
- Provided Tax preparation services.

Peer Mentor, Part-Time
Root the Power; Destination Innovation

May 2019 – May 2021
Wichita, KS

- Counseled students and others on local government's impact on our cities.
- Developed marketing and recruitment materials such as interview guides and candidate forums.
- Supervised, trained, and directed professional interns in voter registration.
- Collaborated with partners and funders to implement civic engagement efforts.
- Established and maintained up-to-date knowledge and successful working relationships with local community resources.
- Gave testimony through media outlets regarding civic engagement and the importance of the youth voice.

Student Office Assistant, Part-Time
Upward Bound Wichita Prep at Wichita State University

May 2021 – Dec 2021
Wichita, KS

- Created documents, posters, programs, permission slips, and flyers.
- Facilitated events simultaneously in person and online.
- Maintained composure in dealing with conditions of urgency and high-pressure situations.
- Planned, directed, and participated in recruitment and enrollment activities.

Front Desk Agent, Part-Time
Sleep Inn & Suites

Aug 2021 – Dec 2021
Haysville, KS

- Greeted, registered, and assigned fifty-four rooms to guests.
- Assisted customers with the planning of special events such as weddings and business conferences.
- Resolved guest issues with creative solutions, escalating major management concerns.
- Used computer and database systems to verify information, process purchases, and make notes.

AVID Tutor, Part-Time
USD 259 School District

Mar 2021 – Jun 2021
Wichita, KS

- Coached, guided, and mentored students in grades (6th-12th) with general core subjects.

- Interviewed candidates during the selection process for the AVID class of the 2021-2022 school year.
- Facilitated class activities in support of student success.
- Provided feedback to students and used positive reinforcement techniques to encourage, motivate and build confidence in students.

Applied Experiences:

Academic Experiences:

SACSCOC Summer Institute 2024
Conference

July 21st-24th
New Orleans, LA

- Participated in sessions about Section 6, Compliance Requirements for Academic Personnel.
- Learned about Section 10, Compliance Requirements for Educational Programs and Policies.
- Networked with other institutional personnel from across the south states of the United States of America.

Non-academic Experiences:

Youth Mentor, Volunteer
Heroes Academy

Sept 2022 – Dec 2022
Wichita, KS

Course: Field Work in Community Psychology

- Use computer systems to obtain and document program information.
- Collaborate with partners and funders to implement lesson plans.
- Visit students in middle schools and attend group meetings to support the agency services.
- Design and facilitate group activities for youth to grow their soft skills and experiences.
- Set educational standards and goals and helped establish policies and procedures.
- Provide students with personal, academic, vocational, or behavioral guidance.

St. Louis Racial Equity 2021 Submit

August 4-6, 2021

- Engages participants in building their awareness of systemic racial inequities, grows an understanding and power analysis of current systemic issues and makes plans to address them, and shares and adopts ready-made and pressure-tested strategies for action-taking.
- Angela Davis, Edgar Villanueva, and Adrienne Maree Brown as critical speakers.

Loudlight Fellowship

July-August 2021

- Fellows learn how to understand their own lived experience as expertise and the value of that expertise in public forms and political narratives.
- Fellows learn how to tell their story as a tool for social change and adjust it for various political actions and audiences, such as community organizing, grassroots lobbying, and engaging with local media. By telling our truths, we can show real examples of the impact of public policy in our communities.
- Fellows learn to have values-based political discussions that move people to action. By focusing on lived experiences and shared values, we will invest in individual leaders and in building community power.

Root the Power Voter Registration Training

June 2021

- Conducted training on registering people to vote with newly hired interns.
- Performed mock interactions and did a detailed review of what to expect when talking to the public.
- Included our target goals and upcoming events with community leaders.

Polling Cite Team Member

November 2nd - 3rd, 2020.

- Teamed up for the set-up of polling sites around neighboring cities of Wichita, KS, a day before election day.
- Administering data analysis and data entry as people come into my election polling site to vote.
- Ensured each vote's safety and security and packaged up the site on which I was working.

CADCA's 30th National Leadership Forum

Feb 3rd-6th, 2020

- Tuesday, February 4. Leadership: Inside and Out Session and The Most Powerful Force in The Universe session
- Wednesday, February 5. Safe Streets went on to educate Kansas policymakers in Congress about the importance of substance use and misuse prevention. #Capitol Hill Day 2020
- Thursday, February 6. Becoming Culturally Competent: Embracing Cultural Humility Session and Using Our Voice Session

Sunflower Door Knocking/ Canvassing Training

Summer 2019

- Researched issues surrounding then Westar, now Evergy 5G polls.
- Organized with the American Civil Liberties Union and Sunflower Community Action to do mock canvassing conversations and action starters.
- Implemented training and canvassed neighborhoods that were directly impacted.

Youth-Led Candidate forum at Wichita North High School

Oct 16th, 2021

- As part of the Root the Power youth internship, we planned and secured a successful event with Wichita State University.
- Reached out to the principal, held multiple meetings to find a date and time, and communicated with the school board candidates.
- Created flyers and brainstormed question starters to retrieve additional questions from the Wichita North High study body.
- Facilitated students' questions and shared news about the event.

Safe Streets

Fall 2019 - Spring 2021

- Mentor Youth Mobilizers to ensure mission and vision are executed.
- Advocate for drug regulation improvement to Kansas State Representatives
- Organized group presentations for outreach purposes

Awards and Honors:

Liberal Arts and Sciences Dean's List

Spring 2020; Fall 2020

Recipient, Distinguished Scholars Invitational Semi-Finalist

2020-2022

Recipient, Dell Scholarship

2020-2022

Recipient, Kansas Hispanic Development Foundation Partnership Scholarship

2020-2022

Recipient, Incoming Freshman Scholarship

2020-2022

Recipient, EOF Disability Support Services Scholarship

2021-2022

Recipient, WSU Studying Abroad Scholarship

Spring 2022

Skills and Qualifications:

Public Speaking, Adaptability, Interpersonal Skills, Social Skills, Leadership Development, School Engagement, Educational Opportunities, and Program Improvements.

References:

Upon Request