

# Jaycee D. Bagtas

HIGHER EDUCATION ADMINISTRATOR/JR. WEB DEVELOPER

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## PROFESSIONAL SUMMARY

Postsecondary education administrator and Web Developer.

## PROFESSIONAL EXPERIENCE

**Web Developer/Full Stack Student**, University of California San Diego Extension (2019 - Present)

- Currently enrolled in a Full Stack Boot Camp and transitioning careers to become a Full Stack Web Developer.

**Director of Financial Aid/International Student/Veteran Student Services**, San Diego Culinary Institute, La Mesa, CA (October 2009 - December 2019)

- Established the school's Financial Aid department and created, then implemented all of the Financial Aid policies and procedures that are currently in use today.
- Worked with third party financial aid processors to administer, award, disburse, and return financial aid funds.
- Handled Veterans' Affairs related issues between the school, veteran students, and the Department of Veterans Affairs. Issues I-20's to qualified international students.
- Educated prospective students on school programs, matriculation/financial aid, placement/career planning.
- Advised, maintained, and managed international student applicants throughout the entire duration of their studies as the school's Primary Designated Signing Official and by ensuring had all pertinent documents to keep their international student visas within status.
- Provided career and educational counseling to veterans and their eligible dependents on the use of their GI Bill and other veterans benefits as the school's primary point of contact with the Veterans Administration.
- Counseled students that are at risk of losing their benefits due to them potentially not meeting the school's Standards for Academic Progress requirements.
- Provided student award letters and explains all of the details surrounding a student's financial aid package.
- Conducted Orientation for new students to go over policies and procedures.
- Processed Return to Title IV refunds upon a student's withdrawal or termination of enrollment.
- Maintained school's website and social media presence. Produces school's marketing videos, as needed. Sample video: <https://tinyurl.com/SDClenroll>

**Manager of Admissions/Marketing**, San Diego Culinary Institute, La Mesa, CA (February 2003 - October 2009)

- Maintained and met enrollment/recruitment goals by supervising and mentoring Admissions Advisors.
- Created, maintained, and grew social media presences on Facebook, Instagram, and YouTube.

## EDUCATION

**Full Stack Bootcamp**, University of California San Diego Extension, December 2019 - present

**Full Stack Bootcamp**, University of San Diego/Thinkful.com, August 2019 - September 2019

**BA in Management**, International Academy of Management and Economics, Makati City, Philippines 1991 -1993

**Undergraduate studies, AB Political Science**, Ateneo de Manila University, Quezon City, Philippines 1989 - 1991

## Credentials

**Financial Aid Administrator**, Department of Education 2009 - 2019

**Principal Designated Signing Official**, Department of Veterans Affairs 2004 - 2019

**Principal Designated Signing Official**, Student Exchange and Visitor Program (ICE), 2003 - 2019