JAYCEE BAGTAS

CONTACT INFORMATION ☎619.920.1503 | https://lokisixonenine.github.io/jaycee/ | ✉jaycee.bagtas@gmail.com

PROFESSIONAL SUMMARY

School administrator with a successful record of Recruitment, Financial Aid Administration, Marketing, Customer Service, Operations Management, and Human Resources. Currently incubating an online functional fitness community start-up.

PROFESSIONAL SKILLS

- HTML/CSS
- Adobe Creative Suite
- Slack
- Mail Chimp
- Photography
- JavaScript
- NodeJS/Express
- Trello
- WordPress
- Google Workspace
- MS Office Suite
- ReactJS
- MySQL/MongoDB
- JSON/JQuery/AJAX
- Visual Studio Code

WORK EXPERIENCE

San Diego State University Veterans Center   May 2021 – Present
Veterans Benefits Specialist/Coordinated Care Advisor

- Advises veteran and military-connected students on courses that are within their degree plan to ensure that their benefits are administered in a timely manner.
- Supervises VA-Work Study students to ensure that they provide our military-connected student population with the best service possible.
- Processes CalVet Fee Waivers, Certificates of Eligibility, and other Veteran-related documentation while educating students on available benefits.
- Currently assisting Interim Director with the redesign and launch of the Veterans Center's new website.

San Diego Culinary Institute   February 2003 – December 2019
Marketing Manager/Director of Financial Aid and Admissions

- Planned, launched, managed, and grew social media presence for the San Diego Culinary Institute.
- Produced various types of media such as images, videos, web pages, etc. that helped promote the school and increase enrollment.
- Worked with media buyer to optimize placement of our commercials for television and radio to work within or below our budget.
- Created, developed, and managed the school's Financial Aid Department while overseeing Admissions Advisors in their effort to recruit and increase enrollment.
- Launched online video tour of the school that prospective students from outside of San Diego along with videos that explained our enrollment and Admissions process.

Burns International Security   June 2001 – October 2002
Assistant Human Resources Manager/Training Manager

- Handled recruitment, recruitment advertising, employment verification, new employee drug screening, and new hire orientation.
- Handled employee information/data management in HRIS.
- Processed Personnel Action Forms.

EDUCATION

University of California San Diego, Extension   December 2019 – June 2020
Certificate – Full Stack Web Development   San Diego, California

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EDUCATION (continued)	**Int'l Academy of Management and Economics**

Int'l Academy of Management and Economics
Bachelor of Arts – Management   Makati City, Metro Manila, Philippines
Ateneo de Manila University
Political Science (undergraduate)   Quezon City, Metro Manila, Philippines

SOCIAL MEDIA/
PROFESSIONAL PROJECTS

The Full Send Functional Fitness   https://thefullsend.com
Collective
- Currently building a start-up functional fitness community to encourage as many people to get moving and find their fitness, regardless of their current fitness or athletic ability

San Diego Culinary Institute - Facebook   https://www.facebook.com/sandiegoculinaryinstitute
- Created and managed the San Diego Culinary Institute's Facebook page and built social engagement by creating regular posts and content.

San Diego Culinary Institute – YouTube   https://www.youtube.com/user/SanDiegoCulinaryInst
- Created, managed, and grew the San Diego Culinary Institute's YouTube presence to help provide recruitment content for our Admissions Department.

San Diego Culinary Institute - Website   https://sdci-inc.com
- Managed and maintained school website. This school closed in December 2019 but and the website currently has a placeholder announcement of the school's closure. An archived snapshot of the website can be found here: https://web.archive.org/web/20190218161050/http://sdci-inc.com/