

Monique Allyson Hernandez

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Goleta, CA 93117

WORK EXPERIENCE

Student Service Aid

East Los Angeles College: Student Services Office

2016 – 2018

Monterey Park, CA

- Researched the unmet needs of students through email inquiries, town-halls, sheriff meet-ups, polls, and class visits.
- Created tracking spreadsheets via Excel for office inventory, issued student benefits, laptop rentals, and book rentals.
- Assisted the Dean of Student Activities by handling discreet information regarding student discipline cases.
- Maintained a connection between departments and remained up to date on supportive programs offered to students.
- Updated the office's calendar on the website in regards to events pertaining the district, college, community, and clubs.
- Processed documents, applications submitted by students, and incoming office mail and packages.

LEADERSHIP EXPERIENCE

Associate Student Union, President

East Los Angeles College: Student Activities Office

2017– 2018

Monterey Park, CA

- Co-authored and secured \$10,000 in grant funding to produce leadership events for the next four academic years.
- Founder of the student-led ELAC Student Leadership Conference fully funded by ELAC's equity grant.
- Governed a \$250,000 for a full academic year and raised student involvement by 40% and student satisfaction by 75%.
- Interviewed and selected candidates for board positions and delegated tasks through the use of smaller committees.
- Interviewed and supervised 20 student volunteers' schedules, and stipends, and duties outside and inside both offices.
- Chaired board meetings and participated in college and district meetings to remain up to date on college policies.
- Oversaw participants and volunteers on the day of the event which fostered community and educational growth.
- Initiated therapeutic events to combat stress in college students and the first multi-cultural event on campus.
- Acted as the liaison between faculty/district and the 75,000 students from both (main and South Gate) campus.
- Handled invoices for vendors regarding food, promotional items, and activities (photo-booth etc.).
- Assisted in creating, storing, and funding a food bank for students facing food insecurity on campus.
- Managed 80 clubs and monitored their membership activities including fundraising, travel, and campus events.

EDUCATION

University of California, Santa Barbara

Completed 30 units Bachelor of Science in Environmental Studies

2023 - 2025

Santa Barbara, CA

University of California, Santa Barbara

Completed 134 Units towards a Bachelor of Science in Biochemistry

2018 – 2019

Santa Barbara, CA

East Los Angeles College

Associate Degree in General Studies, Natural Science Emphasis

Associate Degree in General Studies, Social and Behavioral Science Emphasis

2016 – 2018

Monterey Park, CA

INDIVIDUAL

Personality: Flexible, Ethical, Independent, Creative, Passionate, Visual Learner, and Self-motivated.

Skills: Adobe, Publisher, Editing, Grant writing, Public Outreach, Video Editing, Marketing, and Spanish speaker.

Interests: Climate Change, Public Health, Education, STEM, Community Service, and Social Justice.