

# Angel Vega

Learner | Command | Input | Achiever | Belief  
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## PROFESSIONAL SUMMARY:

Dynamic and motivated higher education and health professional with a proven record of generating and building cross-functional relationships, managing projects, and coaching individuals to success. Skilled in demonstrating exceptional communication skills, assessing needs of the organization, and auditing processes to ensure effectiveness, efficiency, and accuracy. Results-driven strategic thinker with the talent to analyze problems, provide solutions and strategies. An adaptable and transformational leader with the ability to work independently as well as in a team setting.

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## SKILLS & ABILITIES:

- Formal lectures face-to-face and online courses, teaching first-year students
  - Master's degree and 10 years of experience in Higher Education: Advising, Career & Transfer, Programing, Special population (Veteran & Military connected student, and International students)
  - Willingness to put in the extra time it takes to be a successful professor
  - Serving military-connected students for 7 years and target population in the community.
  - Managed a caseload of approximately 1,432 students using military educational benefits for both federal and state applicants. Processing documents, advising (VA, education, and career)
  - Worked with STD/HIV with San Antonio nonprofit organizations by utilizing them to test students, through outreach and education with a variety of population at UTSA.
  - Expert on Banner 9, DegreeWorks, Navigate program (Degree Audit), VAONCE, Full Microsoft office suite, Apple applications, Canvas, Blackboard, Brightspace, and Statistical Package for the Social Sciences (SPSS). Type 67+ WPM.
  - Data-driven by creating and analyzing data to enhance student success and career opportunities. IBM, Who's Next, Jira
  - A responsible and dependable individual with high personal standards and values in Higher Education, and Health Education with classroom, group and public speaking events.
  - Clear communicator and confident presenter to effectively instruct students in a way that is concise and understandable.
  - Strong organizational skills to ensure class information including syllabi, assignments, and other documentation is accessible and easy to understand.
  - Skilled understanding of technology and willing to learn about new software interfaces to enhance the learning experience of students and patient.
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## EXPERIENCE

### Texas A&M University -San Antonio

#### **INTERIM DIRECTOR OF MILITARY AFFAIRS**

November 2021 – March 2022

Manage of Office of Military Affairs and ROTC at TAMUSA. Oversight of services includes federal and state educational benefit program advising and processing, DOD military tuition assistance, military credit recommendations and enrollment services.

#### Primary Contributions:

- Provide leadership for all veteran programs and serve as the college subject-matter expert for Military and Veteran Services to 1400 all military affiliated students
  - Coordinate the assessment of VA activities by setting goals and priorities, clarifying policy, and developing internal control procedures for military connected student's
  - Assist with development of marketing materials for military affiliated students, to include web initiatives, and social media efforts
  - Lead and organize military affiliated recruitment and student activities
  - Ensure compliance with state, federal, university polices and DOD MOU
  - Conduct process improvement for VA education benefit programs and DOD Tuition Assistance
  - Programs, to include the implementation of ArmyIgnitED.
  - Collect and Analyze Data and accurately report to A&M System, state, and federal entities.
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## **VETERANS AFFAIRS COORDINATOR/ CERTIFYING OFFICER**

April 2018 – November 2021

- Coordinates all services relating to Veteran's Affairs educational benefits including recruitment, registration, certification, and retention.
- Acting as a certifying official for VA Educational Benefits through VA Once. Requests, proofs, and distributes student-requested transcripts; produces official letters verifying student enrollment history; verifies official class grades and proof of residency in order to meet federal and/or state requirements.
- Coordinate with Director for the day to day activities of the Office of Military Affairs, assist with leadership and development trainings for all staff.
- Monitors and completes documents required by the Regional and State Veterans Office for enrollment certification of V.A. students.
- Monitors and verifies veteran student enrollment and report to Veterans Administration (VA); ensures courses are not being repeated and are a part of the approved major program; monitors student progress and attendance.
- Advises veteran students and helps resolve pay and certification problems.
- Processes a high volume of data through various sources with the ability to analyze and anticipate complex issues.
- Demonstrates attention to detail with a high degree of accuracy with routine and repetitive tasks, Delivers regular training and support to college staff and faculty

## **ADJUNCT FACULTY**

### **UNIV 1301- FIRST YEAR SEMINAR**

August 2020 – Current

First-Year Seminar, or FYS, is designed to assist first-year students in adjusting to university expectations, acquiring essential skills for academic success, and enhancing quantitative reasoning skills. FYS works closely with the Common Experience Program, Mays Center, and the University Library to offer students a variety of ways to develop self-awareness, personal responsibility, and academic skills. Additionally, FYS offers students various opportunities to increase career readiness and to become active members of the campus community.

- Instruct lectured lesson plans, grade student assignments and deliver course content to students on being successful in college and effective strategies for learning.
- Consistently partner with area businesses so they can mentor and deliver supplemental content to my students on skills to be successful. Support learning through student engagement.
- Participate in meetings with faculty to discuss departmental goals and upcoming events.
- Plan lectures, assignments, and in-field experiences to collaborate with necessary course curriculum.

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## **University of Texas at San Antonio**

### **UNDERGRADUATE RESEARCH ASSISTANT/PEER HEALTH EDUCATOR**

#### **The Institute for Health Disparities Research Department**

May 2015 – January 2016

Tasked to assist grant funded research programs Oh Snap! and AHHA! To educate awareness of Alcohol, HIV/AIDS, and Hepatitis-C Awareness (AHHA!). Working with two community-based organizations: Black Effort Against the Threat of AIDS Coalition Trust (BEAT AIDS) and San Antonio Fighting Back (SAFB), which will provide a comprehensive array of substance abuse and HIV/AIDS services to young minority adults.

Duties will include:

- Booking events on campus and within the community to recruit participants for research study and offer free HIV testing
- Clerical duties that involve making copies, flyers, updating social media
- Attended weekly meetings, coalition meetings, and promote initiative to build project capacity
- To promote the program and department's resources by designing posters and managing 3 social media platforms (Facebook, Twitter, and Instagram)
- Supported Marketing, Data Management, and Outreach leads with their tasks
- Assisted project coordinator as needed

Presented evidence-based interventions to UTSA students aged 18-24 and its community within a

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one mile radius in identifying the correlation between substance abuse rates and HIV rates, maintained social media campaigns to advertise and recruit students, attended trainings to increase credibility of role, assisted in data entry, presented research at Oh Snap! Advisory Board meetings outreached and provided resources to students. Collected research for grant proposals.

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### **Northwest Vista College**

#### **ADJUNCT FACULTY-EDUC 1300 LEARNING FRAMEWORKS**

August 2017 – May 2019

- Manage class and learning environment
- LECTURED over Higher levels of Learning, Wellness and Stress Management, and Educational Goal Planning Part I (Degree Audit, 4-year Institution planning, Focus 2 and Career Coach Assessments).
- Deliver effective instruction
- Assess student learning
- Promote continual improvement as part of the cycle of teaching and learning
- Support learning through student engagement
- Create/Teach curriculum in accordance with student learning outcomes and department/college strategic plan.

#### **SR. STUDENT SUCCESS SPECIALIST/CERTIFYING OFFICIAL – Veteran Affairs**

March 2015 – April 2018

- Maintain complex student enrollment data, analyze results, report required eligibility information to the Veterans Affairs office and process data directly into the VA office online system (VA Once)
- Ensure all documentation, grade reports, adjustments, certification, probation and termination and graduation is accurately and timely reported to the Department of Veterans Affairs in accordance with federal guidelines.
- Research veteran-students Last Dates of Attendance on college Banner system. Report changes in student's eligibility to the VA in a timely manner.
- Maintain other lists designed to monitor veteran's academic success.
- Advise students of regulations regarding use of veterans' benefits, requirements, and ACCD policies and procedures.
- Resolve problems and concerns in a timely and fair manner.
- Monitor military student attendance and advise students of any potential withdrawal action due to non-attendance and how it can affect their benefits.

#### **STUDENT SUCCESS SPECIALIST-Career and Transfer Services**

September 2012 – March 2015

- Holistic Academic Advising: Transfer Planning, Degree Planning, and Career Planning
- Coach and develop new team members on advising and degree awarding processes
- Track and process GPS exceptions using Degree works, Sharepoint, and Who's Next
- Scheduled appointments for Advisors, Senior Coordinators, Job and University Recruiters
- Assessed and addressed student needs through multiple approaches, reviewing status/ time ticketing/ holds/ check/ outstanding balances for course registrations.
- Managed 68 college computers in career and transfer center to assist students in all areas of enrollment; (Admissions, Transfer-Students, Financial Aid, Veteran benefits, and international students.)
- Work collaboratively with staff, faculty in support of student initiatives.
- Provided quality, student-centered services and engaged in continuous quality enhancements
- Supervised part-time employees and work study students.
- Assisted students with admission requirements, financial aid, registration, transfer information, job readiness processes and any other questions.
- Assisted with departmental outreach events, including Major Mania, the Transfer Fair, and the Job Fair/Career
- Track progress of Degree completion utilizing Degree works
- Present in SDEV 0270/EDUC 1300 courses to FTIC students
- Evaluate and Interpret course equivalencies from incoming transcripts
- Served on Building Action Team to develop evacuation methods in case of emergency situations
- Lead social media communications for department
- Review/Edit resumes and conduct mock interviews for students interested in job preparation

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services

- Coordinate campus visits with external employers-to find gainful employment for students
- Organize and Plan Job Fair: Minimum of 30 local employers in attendance  
Administrator of student job bank; evaluate job postings to potentially lead to gainful employment for students.

**EDUCATION:**

**Southern New Hampshire University**

**Master of Science-** Public Health

Concentration: Global Health

Graduation Date: May 2019

**Bachelors of Science-** Public Health

Graduation Date: May 2017

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**Northwest Vista College**

**Associate of Arts-** Sociology

Graduation Date: May 2016

**Associate of Arts-** Liberal Arts

Concentration: Peace and Conflict Studies

Graduation Date: May 2015

**CONTINUED  
EDUCATION:**

**HarvardX**

John Snow and the Cholera Outbreak of 1854

Certification Completion Date: November 2019

**NewCastle**

Leadership and Management in Education

Professional Certificate Program Completion Date: Currently Attending

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**COMMITTEE  
SERVICED:**

-Hiring for Office of Military Affairs Department at Texas A&M University - San Antonio

-Blueprint 2020 Business Continuity Task Force: COVID19

-Student Success and Engagement Assessment and Resources

-Departmental and Institutional Strategic Planning