

# Jesus "Jesse" Bernal

7506 Cavesson Drive  
Cypress, TX 77433

281-733-0337

[jesse.bernal.82@gmail.com](mailto:jesse.bernal.82@gmail.com)

## EDUCATION

University of North Texas: Denton, TX

Summer 2008

- Masters of Education in Higher Education with an emphasis in Student Affairs

Sam Houston State University: Huntsville, TX

Fall 2004

- Bachelor of Fine Arts in Radio/Television with an emphasis in Broadcast Journalism

## EXPERIENCE

University 1301 Instructor

Sam Houston State University: Office of Student Success Initiatives

2010-Present

- Assist in instructing the freshman seminar course for students in living learning community.
- Aid in planning the course through text selection committee and common reader program.
- Provide an academic and personal support system to students through services offered at the University.
- Enhance students' learning experience through community involvement.

Director of Accepted Students & Bearkat Orientation

Sam Houston State University: Office of the Vice President for Enrollment Management

2009-Present

- Responsible for the organization and implementation of New Student Orientation for undergraduate students.
- Manage the budget for new student programs.
- Responsible for the complete selection and training of Orientation Leaders.
- Organize and produce student and parent handbooks.
- Facilitate new employee orientation for the Division of Enrollment Management.
- Assist in planning and implementing divisional professional development trainings.
- Act as divisional emergency safety contact for campus.
- Served as parent liaison for the Division of Enrollment Management to parents and individuals across campus.
- Assist in maintaining Orientation, Enrollment Management, and Parent Relations websites.
- Participate in University committees as assigned.

Assistant Director of Undergraduate Admissions

Sam Houston State University: Office of Undergraduate Admissions

2008-2009

- Led and maintained an effective team of Admissions Counselors who participated in the total recruitment process.
- Assisted the Director of Undergraduate Admissions in upholding the department and University goals and values.
- Developed and implemented ideas to enhance recruitment for the University.
- Oversaw training for admissions staff.
- Organized recruitment schedule for the Admissions Counselors and recruitment volunteers.
- Responsible for participating in the recruitment process of high schools, colleges and any organized college fairs.
- Assisted in reviewing of applications for admission.
- Assisted in coordinating and implementing special events.
- Assisted as needed in processing applications during peak times.
- Acted as departmental liaison as needed for various campus projects.
- Participated in University committees as assigned.

Admissions Counselor Coordinator/Dallas – Fort Worth Regional Admissions Counselor

2006-2008

Sam Houston State University: Office of Undergraduate Admissions

- Responsible for the total recruitment process in the Dallas-Fort Worth regional area.
- Assisted in the reviewing of applications for admissions.
- Developed training for admissions recruitment staff members.
- Assisted in coordinating and implementing "Saturdays @ SAM!" biannual campus preview days.
- Coordinated and implemented annual special events.

Admissions Counselor

2005-2006

Sam Houston State University: Office of Undergraduate Admissions

- Participated in the recruitment process for Sam Houston State University throughout the state of Texas.
- Assisted in the reviewing of applications for admissions.
- Assisted in coordinating volunteers and acted as emcee for "Saturdays @ SAM!" biannual campus preview days.
- Assisted in coordinating and implementing annual special events.

# Jesus "Jesse" Bernal

7506 Cavesson Drive  
Cypress, TX 77433

281-733-0337  
[jesse.bernal.82@gmail.com](mailto:jesse.bernal.82@gmail.com)

## PROFESSIONAL INVOLVEMENT

### Sam Houston State University

- Homecoming Committee
- Sammy Student Awards Selection Committee
- Parent Relations Coordinator Selection Committee
- Division of Enrollment Management Leadership Team Member
- Director of Financial Aid Selection Committee
- Assistant Vice President for Enrollment Management Selection Committee
- Ring Ceremony Committee
- Founders' Day Committee
- Staff Excellence Selection Committee
- Staff Council – Division Representative
- Staff Council – President Elect
- Staff Council – President
- Staff Council – Past President
- Staff Council – Spotlight on Staff Committee
- Staff Council – Professional Development Conference Chair
- SHSU Student Attributes Committees
- SHSU Social Media Committee

### Professional Organizations

- Member of the Association for Orientation, Transition, and Retention in Higher Education (formally known as NODA)
- Regional Conference Host – Region IV – 2014 Houston
- NODA Region IV Educational Committee Member
- NODA Region IV Orientation Leader Institute Faculty/Mentor
- NODA Scholarship and Awards Committee Member
- NODA Orientation Professional Institute
- Texas Association of College Admissions Counseling (Past Member)
- Texas Association of College Admissions Counseling Conference Committee
- Texas Association of College Admissions Counseling Mentor
- Texas Association of College Admissions Counseling – Leadership Development Institute

## SKILLS

Conversational Spanish  
WebCMS

Microsoft Office  
Adobe Contribute

Microsoft Windows  
SunGard Banner

## **NODA Involvement**

2018 NODAC Annual Conference Committee Member – San Diego

Region IV Educational Initiatives Committee Member

2014 NODA Region IV Conference Co-Chair – Houston, Texas

NODA Scholarships and Awards Committee Member – 2012-2014

Region IV Conference Planning Committee

- 2016 – Educational Session Committee
- 2016 – ROLI Facilitator (Session 1: Self-reflection)
- 2015 – ROLI Faculty Lead
- 2013 – Volunteer Co-Chair
- 2012 – First Timer Attendees Co-Chair
  - First Timer Meeting for Professionals and Graduate Students
- 2011 – Educational Sessions Co-Chair

Region IV Conference Participant and Presenter

- 2012 – “A First-Timer’s Route to Success in NODA”
- 2011 – “Leaving a Lasting Impression Through the Transfer Transition”

Region IV Conference Participant - 2010

Conference Attendee – NODAC 2010, 2011, 2012

- Volunteer – 2011 & 2012

Orientation Professional Institute Participant 2010

Region IV Conference Participant - 2010

Professional Member 2009 - Present