Cesar Mejia Aguilar

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Professional Summary

Experienced Academic Advisor with 2 years of teaching experience in the field of communication studies. Dedicated to fostering student success, with a strong commitment to helping first-year students discover their purpose and excel academically. Proven ability to guide students through their academic journey, providing personalized support and strategies for achieving their goals. Seeking to leverage my expertise in student development and instructional experience in a University Seminar Nontenure faculty position to contribute to the growth and success of undergraduate students.

Professional Experience

First Year Advising: Academic Advisor 1 **1/24 - Present**

- Provided daily e-mail and phone support for students inquiring about their academic performance.
- Coordinated with other departments to ensure student success.
- Maintained accurate and complete student records as required by laws and university policies.
- Provided virtual and in-person advising appointments.
- Assisted in conducting post- project evaluation with faculty members after academic year finishes.
- Provided timely and accurate information and status update to assistant director.

Department of Online & Extended Programs: Graduate Assistant **1/24 - 3/24**

- Managed SIA Programs from start to finish.
- Coordinated with other departments to ensure student success.
- Assisted in preliminary research to establish potential challenges for our SIA programs.
- Assisted in answering phone calls, filing paperwork, replying to emails, and editing documents.
- Collaborated with extension coordinator to manage 14 SIA programs.
- Assisted in conducting post- project evaluation with faculty members after their program ended.
- Provided timely and accurate information and status update to assistant director.

American Heart Association: Content and Development Intern **1/24 – 5/24**

- Edit materials (e.g., slide decks, one-pagers) and coordinate review.
- Support content and asset creation across THWB, with emphasis on growth of workforce tools and resources.
- Conduct analysis of the Fitness section of the Healthy Living website.
- Collaborated with other teams to promote health and wellness amongst our population.
- Assist in the translation of documents from English to Spanish.
- Develop materials for meetings (e.g., PowerPoint, compile notes, gather exhibits)

The Brunch Club & Co: Communication Specialist (Per Diem) **8/22 - Present**

• Assisted in the development of internal and external communication procedures.
• Maintained an Excel spreadsheet that contained information about income and expenditure.
• Developed timelines for all project components via Gantt charts.
• Supervised, coordinated, and delegated other team members to improve engagement.
• Communicated across teams to track projects and ensure flawless execution.
• Ensured marketing communications deliverables were on time and on budget.

GQR Global Markets: Healthcare Analyst **4/22 – 8/22**
• Developed documentation management controls.
• Collaborated with other analysts to ensure a smooth hiring process for nurses.
• Respond to written and/or telephone inquiries from policyholders, employees, and account reps.
• Used effective communication and rapport-building skills to conduct phone interviews, cold-call prospective clients to set up appointments, and pre-screen potential applicants.
• Developed, sustained, and managed stakeholder relationships.
• Facilitated kick-off and check in meetings with Nurses.

Communication Studies Department: Grad. Teacher Assistant **12/21 - 5/22**
Texas State University
• Collaborated with students to manage changes, identify risks, and provide mitigation. recommendations to ensure academic success.
• Facilitated check-in meetings with students throughout the semester.
• Utilized Microsoft Office Word, PowerPoint, and Excel.
• Established SMART goals with students during kick-off meeting to ensure academic achievement.
• Delivered key lectures and facilitated cognitive/affective learning for eighty students.
• Created PowerPoint presentations to effectively summarize key concepts.

Communication Studies Department: Grad. Instructional Assistant **8/20 – 5/22**
Texas State University
• Supervised multiple lab sections containing 20-30 students.
• Utilized Microsoft Office 365
• Supervised, coordinated, and delegated students during class.
• Held office hours for academic and personal student support.
• Coordinated with department Chair to facilitate post-evaluation to improve student experience.
• Constructed and reconstructed lessons according to dynamic interests and current events.

Health and Human Performance Department: Exercise Physiology Mentee **9/19 – 12/19**
Texas State University
• Facilitated maximal and submaximal testing to determine cardiorespiratory fitness.
• Conducted comprehensive testing to establish fitness baselines for clients.
• Established SMART goals with clients to improve their fitness.
• Conducted post evaluation with clients to provide updates on fitness level.
• Assisted clients with exercises by demonstrating proper technique.

Bobcat Preview: Peer Assistance Leader **5/18 – 8/18**
Texas State University
• Supervised twenty-five students while facilitating presentations about available resources.
• Facilitated activities and icebreakers with 300+ first-year students.
• Connected students with campus resources.
• Promoted harmonious environment across diverse demographics.

New Student Orientation: Orientation Leader **1/17 – 8/18**
Texas State University
• Supervised twenty-nine first-year students per session and familiarized them with campus resources, course registration, and networking.
• Organized schedules for students to support punctual arrival for registration and advisement.
• Assisted students in navigating the New Student Orientation process.
• Collaborated with colleagues while developing material for presentations.
• Presented Texas State University resources to three hundred students and parents.
• Familiarized with University protocol and procedures.

University Ambassador Member **1/17 – 9/18**
Texas State University
• Delivered campus tours to prospective students year-round.
• Set up for Bobcat Day - an event hosted throughout the year - where thousands of prospective students visit campus to learn more information about Texas State
• Assisted connecting parents with student resources.
• Presented during information sessions to prospective students and family members.

Education

- **Master of Communication Studies**
  Graduated: 2024
  - **Concentration:** Health Communication, Training and Development
  - **Coursework:** Quantitative Research Methods, Health Communication, Communication and Assessment, Organizational Rhetoric, Training and Development

- **Bachelor of Exercise and Sports Science**
  Graduated: 2020
  - **Concentration:** Clinical Exercise Science; **Minor:** Communication Studies
  - **Coursework:** Training and Development, Small Group Communication, Public Speaking, Interpersonal Communication

Certifications and Professional Development

- **Skill Soft: Building Up Your Emotional Intelligence**
- *Issued: March 2024*

- **Skill Soft: Fostering Cross-Functional Collaboration**
- *Issued: March 2024*

- **Skill Soft: Improving Your Technical Writing Skills**
- *Issued: March 2024*

- **Skill Soft: Making Difficult Conversations Meaningful**
- *Issued: March 2024*

- **Skill Soft: Understanding Approaches to Social Media Communication**
- *Issued: March 2024*

- **Skill Soft: Harnessing the Power of the Written Word**
- *Issued: February 2024*

- **Skill Soft: Writing with a Professional Mindset**
- *Issued: February 2024*

- **LinkedIn: Project Management Foundations: Communication**
- *Issued: February 2024*

- **LinkedIn: Project Management Foundations: Schedules**
- *Issued: February 2024*

- **LinkedIn: Project Management Foundations: Teams**
- *Issued: February 2024*

- **LinkedIn: Project Management Foundations: Schedules**
- *Issued: February 2024*

- **LinkedIn: Project Management Simplified**
- *Issued: January 2024*
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Publications and Presentations

- **Texas State University- New Student Orientation** **June 2024 – July 2024**
- *Academic Essentials: Navigating Your First Year at Texas State University*

- **Texas State University- TXST STEM Conference** **March 2023**
- *"Say it with your chest": Having Difficult Conversations in a Respectful, Collaborative, and Considerate Manner.*