

Gene Lucero

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Education	Colorado State University – Pueblo, Pueblo, CO Master’s of Business Administration, M.B.A.	May 2009
	Colorado State University – Pueblo, Pueblo, CO Bachelor of Science Major: Mass Communications	July 2004
Related Experience	<u>Interim MBA Director</u> Undergraduate duties include: <ul style="list-style-type: none">• Meeting with new and prospective undergraduate students and families to review curriculum and HSB highlights.• Advising continuing undergraduate business majors.• Promoting and recruiting for the undergraduate program.• Responding to questions about the undergraduate program from both internal and external constituents.• Supporting student success in the Hasan School of Business	Jan 2018 – present

Primary Duties:

- Advises and registers new and continuing HSB majors.
- Meets with prospective students and their families to inform them about curriculum and highlights of HSB.
- Evaluates transcripts of transfer students and advises students of credits applicable towards degree completion.
- Consults/works with International Programs regarding challenges or issues that arise with students.
- Creates and maintains hard-copy files with updates following every advising session.
- Responds to undergraduate and graduate inquiries from both internal and external session.
- Assists with graduation planning sheets and other special audits for students and provides appropriate documentation.
- Plans and executes International Student acclimation to HSB and CSU-Pueblo.
- Oversees and manages the application process for Graduate Assistants.
- Manages the HSB scholarship process (approximately 10 per year).

Special Projects:

- Assists HSB with special projects including Beta Gamma Sigma inductions, Student Awards Reception, holiday events and other school-specific functions that support the goals and objectives of the HSB.
- Presents at Discover Days and Orientations.
- Assists with community college connections in order to develop strong relationships with both local feeder institutions and out-of-area institutions for recruitment purposes.

- Coordinates PR materials for all PR and Marketing events.
- Other duties as assigned (Can talk in detail about this if necessary)

Undergraduate Advisor / Tutor Coordinator / Special Assistant to the Dean
Colorado State University – Pueblo

- Meet with new and prospective undergraduate students and families to review curriculum and HSB highlights.
- Advise continuing graduate & undergraduate business majors
- Promote and recruit for the undergraduate programs
- Respond to questions about the undergraduate & graduate programs from both internal and external constituents
- Evaluate transcripts of transfer students and advise students of credits applicable towards degree completion
- Consult/work with International Programs regarding challenges or issues that arise with students, transcript evaluations of international students
- Create and maintain hard-copy files with updates following every advising session for all HSB majors
- Respond to undergraduate and graduate inquiries from both internal and external sources
- Complete graduation planning sheets/grad contracts and other special audits for students and provide appropriate documentation
- Plan and execute International Student acclimation to HSB and CSU-Pueblo
- Oversee and manages the application process for tutors and student hourly employees
- Co-Manage the HSB scholarship process (approximately 10 per year)
- Supporting student success in the Hasan School of Business
- Teach Introduction to Business course (BUSAD 101)

Special Projects:

- Assists HSB with special projects including Beta Gamma Sigma inductions, Student Awards Reception, holiday events and other school-specific functions that support the goals and objectives of the HSB
- Presents at Discover Days and Orientations, high school visits, etc.
- Assists with community college connections in order to develop strong relationships with local feeder institutions and out-of-area institutions for recruitment purposes
- Coordinates PR materials for all PR and Marketing events
- Run Alumni Chapter for HSB
- Run Regional DECA competition for over 700 students
- Assist with Healy center and its annual entrepreneurship competition
- Social media manager for HSB (LinkedIn & Facebook)
- Web master for HSB

Adjunct Instructor, Colorado State University – Pueblo
MGMT 301, Organizational Behavior

2017-Present

- **Develop, facilitate, and deliver classroom instruction**

- **Modify and maintain course materials and instruction**
- **Comply with department guidelines and college policies**
- **Develop and maintain a rapport with student that encourages communication while maintaining a professional manner**
- **Meet course, departmental, and institutional learning outcomes**

Retention Specialist, TRiO Student Support Services

Colorado State University – Pueblo

Sep 2009 – present

Academic advising, Career counseling

- Advise and counsel a caseload of 242 participants
- Coordinate with all academic departments
- Establish strong relationships with students, faculty, staff, and community resources
- Help students develop short and long term goals
- Collect and analyze data for reporting under the grant guidelines
- Evaluate student transcripts, academic history, and education
- Make all resources both on and off campus available to our participants
- Administer and interpret career exploration assessments
- Community Outreach to establish resources for our participants
- Serve on committees both on and off campus
- Research on student learning theory
- Assisted in writing the grant which was just approved

Student Retention

- **Work with all faculty and department chairs to ensure student success and maximize retention rates**
- **Develop strategies aimed at student retention**
 - Early Alert System, a system designed to notify advisors early in the semester if the faculty feels a student is struggling for a number of reasons including, late/missed assignment, a poor first test, poor attendance, etc...
 - Noel-Levitz Retention management System, an assessment aimed at identifying at-risk students before they enter college
 - Summer bridge program, designed to help students in remedial courses develop college level skills in math, reading, and English
 - Student over site and supervision
 - Personal counseling and mediation between students
 - Grade Checks, designed to enhance the effectiveness of early alert by updating advisors on students' progress further in the semester

Instructor, Colorado State University – Pueblo

2011-Present

Extended Studies

- **Teach course load as assigned, Organizational Behavior (MGMT 301) & Introduction to Management (MGMT 201)**
- **Develop, facilitate, and deliver online instruction**
- **Modify and maintain course materials and instruction**
- **Comply with department guidelines and college policies**
- **Develop and maintain a rapport with student that encourages communication while maintaining a professional manner**
- **Meet course, departmental, and institutional learning outcomes**

Adjunct Lecturer, Colorado State University – Pueblo

2006-2015

University Studies 101, Academic and Career Exploration

- **Develop, facilitate, and deliver classroom instruction**
- **Teach students time management, study, note-taking, test-taking, and financial skills**
- **Career Exploration and planning**
- **Personal learning styles**
- **Short-term and long-term goal setting**
- **Professional communication skills**

Daniel's Fund Coordinator, Colorado State University – Pueblo

2011-2015

- Write, submit, and secure Daniel's Fund grant
- Collaborate with the grants management office to ensure compliance with state and institutional fund management
- Provide holistic support to all Daniel's Fund Scholars attending CSU-Pueblo to ensure their success in their academic goals
- Manage funds and maintain meticulous accounting records of grant funds to ensure compliance with grant requirements
- Provide annual performance reports and accounting reports to the Daniel's Fund to ensure proper use of funds
- Develop and maintain communication protocol with the Daniel's Fund Liaison from Denver

Resource Specialist, Gateway to College
Pueblo Community College

Jan 2009 – Sep 2009

- Advise and counsel students
- Coordinate with all academic departments
- Establish good relationships with students, faculty, staff, and community resources
- Help students develop short and long term goals
- Collect and analyze data for reporting under the grant guidelines
- Evaluate student transcripts, academic history, and education
- Make all resources both on and off campus available to our participants
- Administer and interpret career exploration assessments
- Community Outreach to establish resources for our participants
- Serve on committees both on and off campus
- Research on student learning theory

Academic Advisor, First Year Programs

2006 – Jan 2009

Colorado State University – Pueblo
Academic, Career, and Vocational Advising

- **Advise and register a caseload of 100 students per semester**
- **Help student develop short and long term academic and personal goals**
- **Evaluate student transcripts, academic history, and education**
- **Make students aware of all campus resources available to them**
- **Development of Learning Communities curriculum (Implementation in Fall 2009)**
- **Administer and interpret career exploration assessments including the Strong Interest Inventory**

Program Recruitment and Marketing

- **Created program brochure, departmental forms and documents for distribution to potential and current students**
- **Organize orientation materials**
- **Present information at orientation sessions**
- **Give presentations at high schools, community organizations, and other groups to explain the program and its goals**
- **Market the program to current students and potential students**
- **M.B.A. and Mass Communication degrees give me great knowledge in marketing**

Student Retention

- **Work with all faculty and department chairs to ensure student success and maximize retention rates**
- **Develop strategies aimed at student retention**
 - Early Alert System, a system designed to notify advisors early in the semester if the faculty feels a student is struggling for a number of reasons including, late/missed assignment, a poor first test, poor attendance, etc...
 - Noel-Levitz Retention management System, an assessment aimed at identifying at-risk students before they enter college
 - Summer bridge program, designed to help students in remedial courses develop college level skills in math, reading, and English
 - Student over site and supervision
 - Programming activities
 - Personal counseling and mediation between students
 - Grade Checks, designed to enhance the effectiveness of early alert by updating advisors on students progress further in the semester

Student Support Services

- **Instructor, University Studies 101, Academic and Career exploration**
 - Develop, facilitate, and deliver classroom instruction
 - Teach students time management, study, note-taking, test-taking, and financial skills
 - Career exploration and planning
 - Personal learning styles
 - Short-term and long-term goal setting
 - Professional communication skills
- **Provide Support to students who are experiencing non-academic issues that could potentially affect their scholastic success, i.e. personal issues, family matters, and financial issues**
- **Facilitate orientation and orientation sessions**
- **Make students aware of campus resources such as counseling services, support networks, community health, and housing services**
- **Develop and coordinate programs that introduce students to campus resources and community services**

Recordkeeping and Reporting requirements

- **Ensure that confidentiality is maintained and FERPA compliance**
- **Collect and analyze data pertaining to student success and retention**
- **Plan, develop, implement, and evaluate programs for the Title V grant**
- **Compiles and submits reports on program accomplishments and activities**

- **Compile and interpret statistical data and generate and interpret reports as needed for Title V compliance and internal evaluation**
- **Submit required paperwork and reports according to pre-determined timelines**

Other duties relevant to the position

- **Organize and conduct staff development workshops and activities**
- **Experience working with diverse populations**
- **Teach students in caseload time management skills, note taking skills, study skills, test taking skills, and financial skills**
- **Intervene with at-risk students who are struggling in their first year of college**
- **Convert students from applicants to enrolled students at the University**
- **Create brochures, forms, and spreadsheets for the upstart First Year Programs**
- **Orientation Committee Member**
- **Work with department chairs and faculty to ensure student success and smooth transition from FYO to departments**
- **Policy creation and implementation for an upstart program**
- **Procedure development and implementation for an upstart program**
- **Conduct high school visits to enroll students for the upcoming school year**
- **Work closely with counselors and administrators to ensure a smooth transition from high school to college**
- **Work closely with Student Academic Services and General Education tutoring center to support student success and retention**

Manager

Ferguson Enterprises

- **Hire, train, and supervise up to 50 personnel for the warehouse, sales counter, and inside sales team**
- **Organize and conduct staff development workshops and activities**
- **Experience working with diverse populations**
- **Ability to work with various levels of administration**
- **Coordinate and facilitate interaction between organizations/departments**

Senior Airman, Non-Commissioned Officer (NCO)

1991-1997

United States Air Force (CA, TX, MS, OK)

- **Managed weather station operations and personnel (up to 25)**
- **Supervised up to 25 airmen on a daily basis**
- **Served as squadron education NCO**
- **Counseled students on the proper procedures to apply for admissions, scholarships, and financial aid**
- **Advised troops on choosing a major course of study**

Volunteer Counselor, tutor, and coach

Pueblo Central High School

- **Advise high school juniors and seniors on career paths following graduation**

- Counseled students on the proper procedures to apply for admissions, scholarships, and financial aid
- **Advised students on choosing a major course of study**
- Helped students choose the University or College that best met their needs and career goals
- **Encouraged students to continue their education beyond high school**

Activities

CSU-Pueblo / PCC Youth Leadership Conference committee member and organizer	2007-2008
Member of the Society of Mexican American Engineers and Scientists (MAES) – Professional Chapter	2004-Present
Vice-president of MAES – student chapter	2003-2004
President of MAES – student chapter	2002-2003
Vice-president of MAES – student chapter	2001-2002
Member of Las Hermanas/Los Hermanos	1999-2000
Volunteer wrestling coach-Off the Streets/On the Mats	2000-Present
Volunteer wrestling coach-Team Pueblo	2000-Present
Volunteer wrestling coach-Central High School	2000-Present
Volunteer tutor – Team Pueblo	2000-Present
Volunteer tutor – Central High School	2000-Present
Volunteer tutor – Risley Middle School	2000-2002

Skills

Highly proficient with Microsoft Office – Word, Excel, Power Point, etc...
 Highly proficient in filing, typing, answering phones, data entry, data research, data collection, and data analyzation
Highly proficient in AIS, DARS, Starfish, Ivy Software, Spectate, PAWS

Honors

Professional Employee of the Year Nominee	Spring 2017
Dean’s List	Spring 2003
Dean’s List	Fall 2003
Outstanding member MAES student chapter	2003
Air Force Good Conduct Medal	1995
Air Force Commendation Medal	1994 & 1997