

Leonel Cruz M.S.

Pronouns: He/Him/El | Newberg, OR | (971)-338-3107 | 3LCruz6@gmail.com

Education:

Azusa Pacific University, Azusa CA

Masters of Science in College Counseling and Student Development

George Fox University, Newberg OR

Bachelor of Arts in Biology

Professional Experience:

Area Coordinator

July 2021 – Present

Residence Life | George Fox University

- Develop and execute hiring, training, and onboarding process of 65+ paraprofessional employees in order to successfully welcome 1300+ students to on-campus housing.
- Supervise and mentor a team of 13 student leaders as they engage in equity and justice education, programming, and personal identity development opportunities through weekly two-hour staff meetings and weekly one-hour meetings.
- Manage two on-campus living areas with 220+ residents, responsible for managing crisis response to significant mental health, conduct violations, and campus concerns to maintain a healthy, positive, and safe residential experience for 1300+ students.
- Collaborate with campus partners to optimize holistic development via new projects and initiatives.
- Serve on the Diversity Committee to create opportunities for staff and faculty development on matters of racial reconciliation.

HR Coordinator

May 2022 – July 2022

Human Resources | George Fox University

- Managed all open requisitions, reviewing applicants and following up with candidates via Applicant Pool.
- Assisted HR Business Partners through recruitment process.
- In collaboration with the Director of Human Resources sources candidate base and reviewed top resumes.
- Maintained updated records of all employee data in our HRIS(Applicant Pool) system.
- Conducted employee verifications for current and past employees.
- Responsible for creating and updating contracts for employees while maintaining a high level of confidentiality
- Updated and organized benefit packets for all new employees to provide a strong onboarding experience
- Prepare and post advertisements for job vacancies (Indeed), respond to applicants' inquiries, and convert incomplete applications to complete by reaching out via email or phone.
- Collaborates with other teams within HR on various projects (Compensation, Benefits, HR Business Partners, Learning & Development)

Graduate Assistantship

August 2019 – May 2021

Residence Life and Housing | Biola University

- Executed the planning and facilitation of weekly staff meetings for 10 resident advisors designed to build a sense of belonging and spent time planning community-building activities for 150+ residents.
- Led the communication efforts for a residential building of 150+ college students designed to create a sense of community and maintain a high level of safety.
- Maintained, organized, and updated detailed records throughout the school year for students in crisis in order to increase the retention of residential students.
- Assisted in the development and implementation of resident advisor training, and led a workshop for 100+ first-year students to increase their competency in conflict mediation.

Graduate Assistant

August 2018 – May 2019

Student Center for Reconciliation and Diversity | Azusa Pacific University

- Managed a group of four undergraduate interns to plan monthly all-campus workshops on diversity and inclusion
- Developed and designed online and printed marketing materials to promote DEI events and workshops

Skills

Bilingual – Proficient in Spanish (*Speaking*)

Social Media: Instagram, Facebook, and Twitter

Proficient in Microsoft Office and Google Suite