



ALICIA SOUZA, MA

EDD CANDIDATE
ASSISTANT EDITOR

PROFESSIONAL STATEMENT

Equity-minded educational Leadership Doctoral student with a Master of Arts in Sociology. I am looking for the opportunity to utilize my analytical skills, compliance expertise, program management abilities, and knowledge of various leadership perspectives, while also incorporating my education, experience, & commitment to diversity

AREAS OF EXPERTISE

- Compliance and policy-related issues
- Title IX Compliance
- Clery Act Compliance

SKILLS AND ABILITIES

- Strong interpersonal skills
- Develops and maintains strong professional relationships with ease
- Excellent communication skills
- Strong knowledge of leadership theories
- Excellent ability to recognize problems using theoretical and academic research to develop and recommend alternatives for best courses of action
- Ability to recognize potential compliance issues and ensure continued compliance
- Outstanding organizational skills
- Excels at multi-tasking in a fast-paced environment
- Ability to make presentations to peers
- Excellent computer skills with extensive knowledge of Microsoft Office Programs
- Understanding of the complexities of university departments and the intricacies involved in institutional compliance
- Completes tasks both collaboratively within a team as well as independently
- Adaptable skill set to ensure complete compliance with NCAA, Big Sky and all other athletic regulations
- Experience accessing and analyzing relevant online databases
- Knowledge of evaluation procedures as well as the importance of timely and meaningful reporting
- Understanding of the importance of supporting and embracing diversity within complex organizations

CONTACT DETAILS

T (916) 737-9461
E aliciaabsouza@gmail.com

EDUCATION HISTORY

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

EDD Educational Leadership | Doctoral Candidate
CAPSES Public Policy Fellow

- Identified policy compliance issues within organizations and utilized current academic evidence to develop practical alternatives
- Created and utilized cost-benefit matrices in order to determine the most effective alternatives
- Used organizational communication skills (written & oral) to present problems and effectual methods
- Developed knowledge of various educational leadership theories and current academic research related to complex organizational problems such as NCAA and athletic department compliance
- Built and maintained productive professional relationships with a diverse group of professionals
- Developed research based human resource administration plans for dealing with compliance-based organizational problems
- Developed extensive knowledge of Equal Employment Opportunity (EEO), U.S. Code Title VII, IX, CA Title V, Americans with Disabilities Act (ADA), California Title 5, Clery Act, the Campus Save Act, FERPA, and the Violence Against Women Act (VAWA), as well as federal laws and regulations in order to identify compliance issues
- Utilized a multiplicity of leadership frameworks to create institutional goals, strategic plans, and develop adequately researched updates to policies and procedures
- Developed a strong understanding of supervision, training, and evaluation skills
- Produced service methods and techniques to advance students, faculty, and administrator skills
- Working to develop an equity-minded framework for compliance administrators, offering practical suggestions for increasing compliance and equity

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

MA Sociology

- Developed an independent, research based, empirical thesis titled Navigating through a Rape Culture: A Regression Gauging Perceived Necessity for Bystander Intervention
- Improved research skills and refined organizational problem resolution strategies
- Established a foundational understanding of organizational compliance and problem resolution strategies within complex university settings

CALIFORNIA STATE UNIVERSITY, STANISLAUS

BA Sociology
Dean's List

- Developed a firm understanding of research practices and organizational problem-solving tactics
- Applied research practices to education related problems
- Formed a strong analytical ability to develop fact-based problem alternatives



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EMPLOYMENT HISTORY

ASSISTANT EDITOR/ RESEARCH ASSISTANT

California State University, Sacramento, Journal of Transformative Leadership and Policy Studies| 2018 - Present

- Attend interdisciplinary academic conferences focused on education, leadership, and equity
- Conduct quantitative and qualitative education research
- Develop research timelines
- Create meaningful and original presentation materials
- Translate research materials from English to Spanish and Spanish to English
- Produce theoretical research foundations
- Create surveys for quantitative data analysis
- Compile literature reviews and annotated bibliographies
- Communicate with guest editors, authors, and other journal affiliates in a timely and professional manner
- Provide assistant editorship to a peer-reviewed academic journal including editorship to policy briefs and manuscripts related to compliance
- Manage the online journal system platform
- Utilize management skills to plan, organize, direct, and delegate responsibilities to the editorial team and peer reviewers

TEACHER'S ASSISTANT/ 1:1 PARAFROFESSIONAL

Sierra Foothill Academy | 2014 - 2015

- Developed an understanding of the importance of culturally responsive leadership and practices
- Worked with diverse families, emphasizing culturally responsive practices and equity-minded pedagogy
- Ensured compliance with all school district and ADA regulations
- Kept accurate and detailed records of student progress
- Created an individualized lesson plan for one student with developmental needs according to their district IEP agreement
- Increased student's test scores while completing both educational and social goals
- Developed and maintained professional relationships with parents and students

RESIDENTIAL COUNSELOR

Paradise Oaks Youth Services| 2013- 2014

- Provided supervision for residents to guard their safety and well-being during daily activities as well as on trips and outings
- Ensured compliance with all Community Care and Licensing (CCL) protocols and regulations
- Taught problem solving, conflict resolution and coping skills
- Completed and filed accurate and detailed paperwork such as Incident Reports, Daily Point Sheets, Communication Logs, and Medication Logs.
- Maintained a safe environment using Pro-Act certified skills



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RESIDENTIAL TUTOR

Applied Scholastics| 2018 - Present

- Contacted parents to schedule all tutoring appointments
- Entered students' homes and provided Supplemental Educational Services
- Planned each session's lesson according to child's specific needs
- Developed individualized lesson plans based on a culturally-responsive pedagogical approach, attentive to the needs of the linguistic and socioeconomic characteristics of each student
- Increased each student's abilities within 3 months of tutoring
- Developed and maintained professional relationships with parents and students

COMMUNICATION

UNIVERSITY COUNCIL OF EDUCATION ADMINISTRATORS (UCEA) CONFERENCE

(November 2020) | Four Accepted Proposals

- Planned development and presentation of 3 original ignite! style power points
- Planned development and presentation of paper in round table style session

25TH ANNUAL MULTICULTURAL EDUCATION CONFERENCE

March 2019 | A Mentoring Journal: Journal of Transformative Leadership and Policy Studies

- Developed original poster and presented in around the room style conference setting
- Presented to over 50 conference attendees

24TH ANNUAL MULTICULTURAL EDUCATION CONFERENCE

April 2018 | Expectation Versus Reality: Critical Analysis of Sexual Violence Policies in Higher Education

- Developed original poster and presented in around the room style conference setting
- Presented to over 50 conference attendees

PUBLICATIONS

CONSIDERING THE ETHNORACIAL AND GENDER DIVERSITY OF FACULTY IN US COLLEGE AND UNIVERSITY INTELLECTUAL COMMUNITIES

June 2019| Hispanic Journal of Law and Policy

LEADERSHIP

DOCTORATE IN EDUCATIONAL LEADERSHIP STUDENT ASSOCIATION

Sac State| Member