

Luis Alberto De Paz Fernandez

EXPERIENCE

San Francisco State University May 2016 – Present Office of the President, Chief of Staff April 2024 - Present ●

Spearhead the university's Latinx Initiatives which included co-chairing the Seal of Excelencia Working group and managing the collaboration of 20 faculty, administrations, staff & students to best coordinate our services to our Latinx students.

- Assist the president in establishing priorities, identifying and evaluating important issues, and developing policy and process recommendations. Works collaboratively across divisions to facilitate the implementation of university initiatives
- Manage and develop the office's budgets and maintain records. Review expenditures, budget transfers, and international travel for the University.
- In collaboration with the president and the Director of Communications and AVP for Strategic Communications, assists with presidential communications advising the president on communication and advocacy strategies, including establishing priorities for presidential communication, ensuring consistency of presidential messaging.
- Provide coordination with other senior campus officers on virtually any matter of interest to the president, including monitoring, analysis, and advice on policy development and implementation.
- Effectively communicate with and influence high-level and diverse contacts inside and outside of the CSU system. Serve as the President's liaison and as appropriate, act on behalf of the President.
- Coordinate the demands on President's time and in collaboration with the Executive Assistant to the President to ensure smooth and efficient operation of the Office of the President.
- Provide advice to the president regarding appointments to standing university committees, task forces, and search committees.
- Coordinate special initiatives as determined by the president including advocacy campaigns and outreach efforts. Monitors issues of importance to the president including the state budget, NAGPRA, Seal of Excelencia Initiatives and legislative initiatives that affect the academic program.
- Represent the president to internal and external constituencies and serves as presidential appointee on myriad committees and boards.

Office of the President, Special Assistant for Strategic Initiatives June 2021 - April 2024 ● Manage the Seal of Excelencia Working Group Community Grant awarded by the CSU HSI Hub awarded to San Francisco State to assist in the efforts the campus is engaging in defining what it means to serve Latinx students. ● Established a current process to coordinate over 100 employee volunteers to welcome our students every semester and provide a friendly way for students to navigate the university during the first week of school.

- Coordinate the demands of the President's time and direct the daily activities of the office in collaboration with the Chief of Staff to ensure smooth and efficient operation by managing and maintaining the President's complex calendar; scheduling meetings involving the President and constituents.
- Manage the day to day operations for the office and provide leadership to implement & maintain office procedures to ensure smooth daily operations.
- Collaborate with the various campus departments to develop and build strong relationships with various community partners and high-level key stakeholders across the Bay Area.
- Oversee and manage events hosted by the office, using independent judgment for modifications and last-minute changes, in communication with appropriate offices and agencies, participants, and/or guests; Prepare agendas, program, and arrange for audiovisual and associated support equipment.
- Advise the President and Chief of Staff on personnel, and related operational functions to meet programmatic goals.
- Monitor requests and inquiries, solicit status updates and lead business innovation and process improvement efforts to develop new strategic approaches and solutions.
- Participate in cabinet meetings and serve as a key technical advisor to executives and management exercising considerable influence over strategic objectives and methods which have a broad and far-reaching policy and

operational impact.

- Effectively communicate with and influence high-level and diverse contacts inside and outside of the CSU system.
- Serve as the President's liaison and as appropriate, act on behalf of the President.
- Serve as a high-level individual contributor providing expertise and functional leadership while accountable for short and long-term goals and objectives.
- Facilitates efficient and cost-effective official travel for the President and other visitors by making travel arrangements and preparing necessary forms and reports.
- Oversee a \$1.4 million-dollar budget and provide financial management for the Office of the President.
- Lead projects and provide project management for presidential initiatives at SFSU.
- Prepare reports and conduct research for the assigned campus-wide programmatic initiatives.

Dream Resource Center, AB540 Dream Resource Center Coordinator June 2020 -- June 2021 ● Manage, market, and refer students to our legal services in collaboration with the Immigrant Legal Defense. ● Collaborate with campus partners including the Colleges, academic departments, faculty, student service units and student organizations on retention/student success initiatives

- Develop and maintain a strong communication network with students, parents, feeder schools, and community-based organizations
- Collaborate with the Dream Resource Center Advisory Board and IDEAS to coordinate programming and strategic planning.
- Supervise and train student staff; engage in professional development to implement best practices. ● Develop and facilitate workshops and outreach programs for current and prospective students, faculty, and staff ● Participate in the evaluation of institutional practices and programs as they affect students; plan and conduct relevant research in areas such as academic skill levels, student attrition, etc.

Office of the President, Confidential Administrative Support June 2018 – May 2020 ● Responsible for administrative support to the First Lady and President's Deputy Chief of Staff. ● Supports and acts as a liaison between the President's Office and SFSU campus departments.

- Organize catering and events for the President's Office including annual events, receptions, lunches, and campus wide events.
- Assess incoming documents and determine appropriateness of inclusion with permanent files; research permanent files to determine past university practice and prepare reports.
- Supports President's Office activities which include compose, draft, proofread and edit correspondences and transcribe notes.

Student Outreach Services, College Readiness & Outreach Specialist June 2016 – June 2018 ● Provide direct pre-admissions assistance and follow up for students interested in SF State.

- Conduct school visitations and attend college fairs, transfer days, and CSU Counselor Conferences providing outreach services and procedural assistance.
- Maintain a thorough and comprehensive knowledge of admissions practices for special populations, programs, and services.
- Responsible for coordinating specific outreach events to interact with SF State student groups, community-based organizations, and other prospective students.
- Lead the on-campus, college readiness collaboration between Student Outreach Services, Undergraduate Admissions, Office of Developmental Studies, the Early Assessment Program, and the Early Start Program.

Office of Congressman Raúl M. Grijalva August 2015 -- June 2016 **Legislative Fellow**, Washington, D.C.

- Collaborate with policy staff to research, track, and manage housing, labor, telecommunication, education, science, and technology legislation.
- Meet with advocates, non-profit organizations, and stakeholders to discuss current legislation that would affect constituents in Arizona's District 03.
 - Write weekly sponsorship reports to inform staff on legislation the Congressman has co-sponsored or supported.

San Francisco State University January 2015 --May 2015 **Office of Financial Aid**, AB 540 Student Assistant

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- Maintain and organize essential documents for A.B. 540 financial aid counselors for their use in outreach and presentations.
- Advise the A.B. 540/ Undocumented Student Educational Equity taskforce in order to provide feedback to develop a proposal for a Dream Student Center.
- Market financial aid opportunities in English and Spanish for students, particularly A.B. 540 and undocumented students through social media, email, and student panels.

Associated Students Inc. May 2014--April 2015 Vice-President of Finance, San Francisco, Calif.

- Represented approximately 30,000 students before the San Francisco State University faculty, staff, and college community during weekly meetings.
- Oversaw a \$3 million dollar budget and provided financial management for the Board of Directors of the Associated Students to ensure all the programs receive the necessary funding.
- Reviewed and updated Associated Students Inc. Student Organization Funding Handbook.
- Provided the Board with an accurate accounting of account balances of reserves and allowances at each meeting.

EDUCATION

- **San Francisco State University** August 2017 – Jan 2020 Master's in Public Administration
- **San Francisco State University** August 2012-- May 2015 Bachelors of Arts, Latino/Latina Studies
Minor International Relations
- **Skyline Community College**, San Bruno, Calif. June 2009-- May 2012 Associate in Arts, Letters & Science with Honors

AWARDS & RECOGNITIONS

- Latino Board Leadership Academy Fellow January 2023 - March 2023 • Hispanic Heritage Foundation Dream Lead Fellow August 2018 – August 2019 • San Francisco State University, Emerging Leaders Cohort November 2016 – May 2018 • Congressional Hispanic Caucus Institute Public Policy Fellow August 2015--June 2016 • Associated Students VP of Finance & College of Ethnic Studies Representative May 2014 - May 2015

EXTRACURRICULAR INVOLVEMENT & SKILLS

- Founding Member & Vice President for the Congressional Hispanic Caucus Institute Alumni Association's Northern California's Chapter September 2023 - Present • State Senator Josh Becker's LatinX Advisory Committee Member June 2021 - Present • Board member for the Dream Resource Center Advisory Board at San Francisco State August 2018 - Present • Elected as Director of Communications for the Raza Faculty & Staff Association November 2016 - Present • Commissioner for City of South San Francisco's Planning Commission May 2021 - February 2023 • Served as Director of University Relations for Hermanos Unidos National Board June 2020 - August 2022 • Appointed to South San Francisco Housing Authority, Commissioner February 2020 - May 2021 • Mentored for the College of San Mateo & City College Puente Programs August 2019 - January 2020 • City of South San Francisco Measure W Oversight Committee October 2018 – March 2020 • City of South San Francisco Beautification Committee March 2017 – June 2018 • SF State Undocumented/AB 540 Educational Equity Task Force July 2016 – August 2018 • Fully Fluent in Spanish
- Microsoft Office Word, Power Point, Outlook, and Excel proficiency