

ROLANDO DE LEÓN

316 Manchester Drive | Waukesha, WI 53188 | 414.687.7669 | deleonr28@gmail.com

Recruitment and Retention | Diversity Leadership | Program Implementation

Leadership-oriented professional with a diverse background in managing multiple projects simultaneously, evaluating and enhancing internal processes, coordinating relationships with students and team members, implementing strategic planning, and identifying opportunities for organizational success. Expertise in overseeing large budgets, delivering presentations and workshops, maximizing resources, and optimizing organizational outcomes.

Qualifications

- Diversity Programming
- Continuous Employee Training
- Organizational Development
- Mentoring and Coaching
- Effective Communication Skills
- Grant Writing Abilities
- Budget Development
- Cross-Functional Teamwork
- Community Outreach Skills
- Strategic Planning Abilities
- Marketing Planning
- Relationship Development

SELECTED ACHIEVEMENTS

- Secured **\$30K consecutive funding** from the Wisconsin Technical College System (WTCS) general purpose revenue to fund the WCTC – Multicultural Resource Center student mentoring program
- Successfully increased **Waukesha County Technical College diversity programming by more than 50%**
- Impacted **160+ students** supported by the University of Wisconsin-Whitewater Future Teacher Program (FTP), resulting in an average GPA of 3.0 or above while several students maintained a GPA of 3.5 or above
- Expertly managed **budgets in excess of \$344K**, ensuring all funds are allocated appropriately while managing disbursements and tracking monies provided to various programs
- Increased student enrollment in the **College of Education and Professional Studies at the University of Wisconsin-Whitewater**: by 42% students from diverse backgrounds, by 72% students in high-demand teaching areas, and by 75% students from diverse backgrounds and in high-needs areas

PROFESSIONAL EXPERIENCE

WAUKESHA COUNTY TECHNICAL COLLEGE

Diversity | Multicultural Resource Center Coordinator

Waukesha, WI
2012 – Present

- Lead daily operations for first-generation, low-income, and underrepresented students, focusing on program promotion, outreach, enrollment, orientation, student advisement, cultural adjustment, and retention.
- Generate initiatives that increase graduation rates among underrepresented student populations, implementing specialized retention and support-driven initiatives that foster positive experiences.
- Deliver holistic advising to the 'whole student,' communicating expectations, assessing personal and vocational goals, and encouraging students to take responsibility for their future successes.
- Collaborate with financial services staff, write grant applications, and manage funding sources of \$188K.
- Documented academic performance for the students in the Mentoring Program, creating a longitudinal tracking system that continually evaluates outcomes.
- Execute campus-wide diversity programs that include Black History Month, Hispanic Heritage Month, LGBT Pride Month, in addition to year-round educational and programmatic events.
- Work with other departments, including Admissions, Registration, and Financial Aid, ensuring all department members understand the scope and strategies for diversity inclusion within the college.
- Sponsor, design, and facilitate workshops and training programs that support education regarding diversity.
- Provide mentoring as an advisor to the Student Government Association (SGA), Diversity Club, G.L.O.W. (Gay Lesbian or Whatever) Club, Veterans Club, and advocate for multicultural students.
- Conduct Title IX investigations, review incident reports, and investigate and resolve student conduct cases.
- Serve as a liaison with the Campus Police and the Pewaukee City Police on incidents of student misconduct.
- During tenure, earned the award for Waukesha County Technical College-Outstanding Club Advisor and the State of Wisconsin-Diversity Program Achievement Award.

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UNIVERSITY OF WISCONSIN-WHITEWATER

Whitewater, WI

Director of the Future Teacher Program | Recruitment & Retention Coordinator

2010 – 2012

- Teamed with the Dean and Associate Dean in the College of Education and Professional Studies to create a recruitment and retention strategy, emphasizing culturally diverse teachers and under-represented programs.
- Assisted with grant writing to fund the Future Teacher Program (FTP), planning, coordinating, implementing, and leading the FTP summer transition program. Led grants from funding sources that exceeded \$156K.
- Created the foundation for a successful teacher education recruitment and retention program for underrepresented students and students interested in teaching in high need areas as designated by WI DPI.
- Served as the primary advisor to Latinos Unidos (LU), a student organization with 50+ active student members, coordinating and planning all Latin education programs, workshops, presenters, and conferences.
- Utilized human resources skills to hire and evaluate three full-time, and 30 part-time project personnel.
- The program received the State of Wisconsin-Diversity Program Achievement Award.

First-Year Seminar Instructor

- Spearheaded curriculum for the UW-Whitewater New Student Seminar course. Course was designed to facilitate a positive adjustment for first-year college students.

MARIAN UNIVERSITY

West Allis, WI

Recruitment | Center Coordinator

2007 – 2010

- Successfully managed all operations and directed staff at the Milwaukee and Watertown Outreach Centers.
- Partnered with students to provide pre-enrollment services, advising new and current students on courses, evaluating transcripts, coordinating graduation requirements, and communicating transfer options.
- Delivered consistent communication to at-risk students, assisted students in correctly completing formal applications, processed transfer credit agreements, and coordinated transfer credit evaluations.

BRYANT & STRATTON COLLEGE

Wauwatosa, WI

Senior Admission Representative – Bilingual

2005 – 2007

- Recruited prospective students, identifying their unique needs, assisting them with the admission requirements, communicating transfer guidelines, and coordinating financial aid and scholarship information.
- Provided mentorship to students who were at-risk, making referrals to counselors as needed.

CINTAS CORPORATION

Franklin, WI

Production Supervisor

2004 – 2005

- Cultivated a positive and forward-thinking environment, supervising production team members and providing daily motivation for 50 employees, preparing evaluations and creating performance plans.
- Recruited and hired new team members, managed accounts receivables, and evaluated and reconciled all checks received on a daily basis, averaging between \$50K and \$100K during each business day.
- Enhanced processes while preparing for a department annual audit and increased production by 14%.

EDUCATION

Master of Science – Organizational Leadership, Marian University

Bachelor of Arts – Sociology – Race & Ethnic Cultures | Criminal Justice, University of Wisconsin-Whitewater

PROFESSIONAL DEVELOPMENT & ENGAGEMENT

The Chair Academy					Present
ATIXA	Title	IX	Investigator	Training	Certification
2014					
Waukesha Citizen Police Academy – Member					2015 –
Present					
Waukesha County Technical College – Diversity Committee, Co-Chair					2014 – Present
Waukesha County Technical College – Behavioral Intervention Committee					2014 – Present
Waukesha Hispanic Collaborative Network – Member					2013 – Present

