

KENYONA ALLEN

17660 CRABTREE MEADOWS, HESPERIA CA 92345

EDUCATION

Bachelor of Arts- Sociology California State University San Bernardino 2009

Master of Science Clinical Mental Health Counseling- Grand Canyon University- 2022-Current

To be responsible for one or more programs related to ongoing District operations, initiatives, and services ensuring alignment with the attraction, retention, and academic success of students.

Incumbents are responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; preparing and implementing program budgets; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for program operational or procedural improvements. Incumbents serve as a specialists, liaison, and advocate for the assigned program(s) requiring the use of initiative and resourcefulness, considerable independent judgment, and regular contact with program stakeholders. Administrative assistant with 18 years of experience organizing presentations, various instructional department budgets, faculty assignments within guidelines of the faculty unions.

Maintaining confidentiality with students, staff, faculty, and managers. Proficient in Microsoft Suite.

Possess a B.A in Sociology. Interested in leveraging my knowledge and experience into the role of Project Manager for Umoja.

LEADERSHIP

PROVIDE GUIDANCE TO
DEANS, FACULTY, STUDENT
WORKERS, STAFF AND THE
GENERAL PUBLIC.

SKILLS

PROBLEM SOLVING
CUSTOMER SERVICE
COLLABORATION
STRONG WORK ETHIC
TIME MANAGEMENT

PROFESSIONAL EXPERIENCE

INSTRUCTIONAL PROGRAM SPECIALIST

2012-PRESENT

Taking the lead on the creation of files for staffing and tracking purposes. Organizes and performs a variety of advanced and specialized duties in the Humanities Arts and Social Sciences Instructional Division to support the dean in daily activities. Organize and perform class scheduling, staffing faculty, assigning faculty teaching assignments and calculating teaching loads and equivalency hours. Process hiring paperwork for Full Time and Part Time faculty members, special assignments, emergency assignments, for management approval and department chair review. Performs receptionist and customer service

CRITICAL THINKING
FLUENT IN SPANISH

CONTACT

Email: Kenyona.allen@vvc.edu

760-981-8156

Address: 14112 Kiowa Rd
Apple Valley, Ca 92307

duties, including greeting, informing, and directing students, staff, faculty, and the public by providing departmental policies, procedures, and related instructional related questions. Tracks absences of directors, faculty, and classified staff, process timesheets and verify hours are within the contracts. Verify Student Learning Objectives for accuracy.

ADMINISTRATIVE ASSISTANT

2009-2011

Assisted the dean with compiling the department budget, by gathering data related to the expenditures and expected charges, monitored budget expenditures and revenue, initiate department purchases for office supplies and other items, process departmental requisitions and appropriation transfers for 23 instructional departments and assisted in processing contracts. Track purchases, review vendor and invoice information, assist with bid requests and price quotes. Coordinate activities with respect for district facilities by academic and non-academic organizations or individuals, provide potential clients with information on rental terms, conditions, and rates. Generated estimates and contracts for management approval. Collects files and insurance forms for travel and field excursions. Schedule and coordinate meetings, seminars, conferences, and training sessions for department and staff, prepare agendas and informational packets, set up meetings, training and transcribing minutes. Processes and prepares a variety of documents, materials, and records including timekeeping documents, programmatic or departmental hire documents, payroll records, personnel files and instructor workshop and evaluations, monitor payroll records for grant compliance. Provide directions to student workers.

OFFICE ASSISTANT

2007-2009

Under the direction of the Dean of Humanities Arts and Social Sciences, performed clerical duties in support of the dean including word processing, data entry, record-keeping, and filing, verify accuracy of information, research and resolve discrepancies, screens calls, greet visitors and direct the public. Prepares, copies, collates, and distributes a variety of documents. Types, formats and proofread a variety of reports,

letters, documents, brochures, flyers, and memoranda. Comprised basic stats reports, assemblies reports, manuals, articles, announcements, and other informational materials. Assists in preparing, processing, and tracking purchase requisitions for services and materials. Schedule meetings for department and staff. Including setting up meeting rooms, preparing agendas, and informational packets, and transcribe minutes of meetings. Work productively with and cooperatively with others by demonstrating respect, patience and equitable treatment of all students, faculty and staff including individuals of diverse academic, socio-economic, ethnic, religious, cultural background, physical ability, and sexual orientation. Communicate clearly both orally and in writing in English and Spanish. Knowledge of operations and services of the HASS Division. Understanding of departmental policies and procedures within the HASS Division. Knowledge of district and mandated safety rules, regulations, and protocols.

ADMISSION AND RECORDS TECHNICIAN PART 2005-2007

Performed a full range of clerical duties in support of the Admission and Records office. Assist students and visitors at the front counter, by providing information regarding Title 5 regulations, board policies and legal procedures for the State Chancellor's office. Provide support for student registration and matriculation services. Assisted with the intake of high school concurrent admissions students, dual enrollment and CCAP forms, review and processes applications, process transcripts, transcripts requests and enrollment verifications. Processed grade change forms, course repetitions, residency request forms, credit/no credit, extenuating circumstances/ excuse for withdrawal petitions. Receive and process requests for student records, transcripts, certificates, degrees, and transfer requirements. Assisted in maintaining spreadsheets for special programs, batch records processing for admissions, data collection for assigned areas. Knowledge of financial aid guidelines and application processes. Provide community resources available to students.

STUDENT WORKER-Cal-State

2002-2004

Process documents, answer financial aid related questions, and work under the supervision of a Financial Aid Advisor. Perform clerical duties of filing, copying, scanning, making campus deliveries, shredding paper, and loading copying machines. Assist with incoming visitors, answering telephones. Maintain basic knowledge of forms, and financial aid processes.

EDUCATION

M.A CLINICAL MENTAL HEALTH COUNSELING 2022-PRESENT.

G.P.A 3.71 Graduation Date: SPRING 2025

GCU COURSE WORK

Professional Counseling, Ethical and Legal Consideration
Theories and Models of Counseling
Counseling Skills
Substance Use Disorders and Addiction
Counseling the Culturally Diverse
Lifespan and Development
Principles of Psychopharmacology
Group Counseling

B.A SOCIOLOGY – CALIFORNIA STATE UNIVERSITY SAN BERNARDINO- 2009

Quantitative Analysis and Survey Research
Sociological Theory
Sociology of Families
Black Women and Feminism
Sociology of Race and Ethnicity
Social Inequality
Black Americans in Contemporary Society
Social Psychology

ACTIVITIES

Victor Valley College- Thrive Market	Jan 2024-June 2025
Victor Valley College-Black Student Graduation	Present
Victor Valley College- Juneteenth Celebrations 2024	Present
Studied abroad and exchange student in Granada, Spain	2004-2005
Black Student Union-California State University San Bernardino	2001-03
Habitat for Humanity-California State University San Bernardino	2002-03
Black Student Union Eisenhower High School	1999-2001
Children Church/Field Trip Assistant	1997-2001
Habitat for Humanity- Westside Christian Center	1999-2001