

**Cesar A. Vasquez**  
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### **Education**

**High School Diploma, Hialeah High School, June 19, 1989**

*Graduated in top 10%*

**Bachelor of Arts in History Degree, Florida International University, April 23, 1993**

*Graduated with a double major in History and Political Science*

**Master of Arts in History Degree, Florida International University, December 4, 1998**

*Specialized in history of Western Civilization, U.S. & Europe. Research demanded ample use of statistical analysis software. Final papers required ample use of research methods, data analysis, prioritizing of information, and organizational skills.*

**Attended "The Desktop Publishing & Web Design Conference" hosted by Rockhurst College Continuing Education Center, Inc. October 1998**

*Topics included basic HTML programming, web design and layout, introduction to multimedia, as well as instructive sessions on Adobe Illustrator and Adobe Photoshop.*

### **Work Experience**

**August 1989 - May 1993; Student Assistant in Payroll Department at FIU**

*Duties included:*

- Auditing timecards
- Checking written records against computer records for accuracy
- Filing and general record keeping of various types

**1992; Taught Sunday School at Iglesia de Dios Maranatha**

*This position was temporary until a permanent Sunday school teacher could be found. The class was for elementary-middle school age children. The choice of topics was left at my discretion.*

**May 1993 - November 1998; Personnel Representative at the FIU Office of Human Resources (Previously Department of Personnel Relations)**

*From 1994 on, this position required ample knowledge of U.S. immigration laws and regulations along with keeping track of continuous updates and changes to these rules. It also required practical knowledge of how these rules were applied, and how to resolve documentation conflicts and/or inconsistencies should they arise.*

*Original Duties :*

- Microfilming of terminated records (May 1993-October 1993)
- Conducting sign-on sessions of OPS employees
- Computer Data entry
- Verification of employment via phone and in writing
- Filing and record keeping

*Later Duties: (added to original duties as of 1994)*

- Monitoring employee immigration information and notifying employees of impending expiration of employment authorization documents
- Preparation of Time cards, collection of sign on paperwork, and verification of completeness of said paperwork
- Preparing and mailing notices on varying issues including Immigration requirements, changes in University Policies, and providing answers in writing to requests for information on rules
- Overview of I-9 documents to avoid federal violations, and answering related questions

*Added Duties: (as of September 1998)*

- Maintaining and updating FIU Office of Human Resources web site
- Design and set up of annual holiday affair ceremony tickets and flyers
- Sending out university wide e-mail

**1995 - present; Proctor/Room Supervisor for tests administered by FIU Testing Center**

*Proctoring assignments are on an “as needed” basis. Proctoring for various different types of exams with varying rules requirements and time limits is needed throughout the year.*

*Duties include:*

- Preparing seating arrangements in accordance with testing requirements
- Conducting check-in of individuals taking standardized tests
- Reading instructions out loud and answering procedural questions
- Keeping accurate time for the test in accordance to individual test guidelines
- Collecting and securing test materials to ensure test security
- Supervisors are responsible for the overall integrity of the test, including compliance with any applicable State or Federal laws

**March 1999 - August 1999; Substitute Teacher, Miami-Dade County Public School System**

*Assignments are on an “as needed” basis.*

*Duties include:*

- Taking attendance and keeping accurate records thereof
- Distributing and collecting assignments in accordance with regular teacher’s lesson plans
- Conducting reviews, class discussions, or lectures on various topics when requested
- Reading instructions out loud and answering procedural questions
- Maintaining discipline in classroom, and taking appropriate action in emergency situations
- Writing day-end report for regular teacher summarizing the day
- Filling out standardized forms or reports regarding any incidents
- Adhering to the appropriate state guidelines of confidentiality and students’ rights
- Due to the differing nature of the assignments, substitutes have to be well versed in various different topics, and prepared to give lessons on various different subjects
- At some schools, the teacher (or substitute) is responsible for walking their class to the cafeteria for lunch, and maintaining discipline in the process
- Substitutes are responsible for the overall safety of the students under their watch on the day they are in any particular classroom.

**August 1999 - present; Administrative Assistant, FIU Life Course & Health Research Center**

*Duties Include:*

- Processing and accounting for Timecards to be submitted to Payroll.
- Filling out all paperwork for the department relating to administrative affairs.
- Securing documents and forms from new employees for delivery to Human Resources.
- Assisting in the preparation of the annual application for continuation grant for each study.
- Tracking and distributing paychecks for the Department
- Securing supplies for the office and maintaining all equipment in working order.
- Keeping inventory of Center resources and equipment.
- Designing and Maintaining Center website.
- Typing letters, memos, and forms as needed.
- Making travel arrangements for Center staff for upcoming events.
- Maintaining the security of confidential Center documents and materials.
- Any other assignments as needed.

**Special Accomplishments**

**1993**

- Accepted membership in Phi Alpha Theta International History Honor Society.

**1995**

- Created new Personnel Action Form coordinating with Records section of the FIU Office of Human Resources. This included multiple revisions using Aldus PageMaker 5.0 for Macintosh. The final product replaced a confusing and complicated form with one which separated the different possible action requests logically into different sections, thereby making the form easier to fill out. This resulted in more accurate action requests which increased overall efficiency for the Human Resources Department.

**1996**

- Created new FIU employment application coordinating necessary format with the Employment section of the FIU Office of Human Resources. This included multiple and frequent revisions using Adobe PageMaker 6.0 for Windows. The final product replaced an outdated four page application with a two page one which none the less included all the necessary sections. This form was distinctive to FIU, but maintained a layout consistent with the application for employment used by the State of Florida.

**1997**

- Set up FIU employment application as a PDF (Adobe Acrobat) document for easy downloading on the FIU Human Resources web site. This included multiple revisions to assure compatibility with a large variety of printers.

## **1998**

- Was part of group named as finalist for the 1998 FIU Presidential Award for Achievement and Excellence. Was also part of group nominated the 1998 Gabor award.
- Designed official advertising flyer and matching tickets for the annual FIU Presidential Holiday Affair. These had to be eye catching and innovative, yet inexpensive to produce and consistent with the annual theme for the event.
- Created and maintained new section of the FIU Human Resources web page for the Division of Training and Development, a subsection of the Office of Human Resources. This included updating the Human Resources home page to create appropriate links, as well as creating and posting monthly HTML calendar of courses being offered using the same format as the printed calendars mailed out in the monthly Training and Development brochures.
- Completed one paper for Master's Degree report option which dealt with aviation in south Florida, and required research in the University of Miami Otto G. Richter Library special collections section in the Pan American World Airways Archives. The archives consist of all documents in the possession of the management of Pan American World Airways at the time it closed down. These include financial documents, internal memos, newspaper clippings, and other such documents. The index consists of only titles or vague one line descriptions of some papers in each of the hundreds of boxes. Out of these vague descriptions, data had to be organized in a way which was both usable and pertinent to the research project. The weight of the value of any document found had to be assessed by placing it in the right context.
- Completed second paper for Master's Degree report option which dealt with Nazi treatment of prisoners during World War II. This report required research in the Nuremberg Documents in the FIU library microfilms section. The Nuremberg documents are the record of all prosecution evidence used to convict the Nazi conspirators of crimes against humanity after World War II. These consist of several rolls of microfilm with records of such things as depositions, receipts for materials, copies of letters, copies of military orders, copies of newspaper clippings, maps, and other such documents which documented the day to day operations of many aspects German operations during the war. A great majority of these documents were translated from German or other languages, sometimes poorly. It was my job to look through the papers, understand their significance, and decide whether or not the document was useful to the research. In many occasions documents which might have been helpful, but whose validity was in question, or which may have been biased had to be excluded. This research was further hindered by the fact that there was no usable index for any of the rolls of microfilm.

## **2000**

- Created new website for the FIU Life Course and Health Research Center. This included preparatory research to decide on appropriate format, and initial gathering of information and images. It also included html design using an html editor and image manipulation using desktop software. This project required an intricate understanding of the departmental structure of the Center as well as the target audience for the website, in this case, knowing who would be interested in more information and what information that would be.

## **Skills & Abilities**

- Computer proficient including software/component installation, and general troubleshooting
- Extensive knowledge of research methods and documentation guidelines
- Familiar with instruction and training methods in various environments
- Bilingual, speaking both English and Spanish with an intermediate knowledge of French
- Extensive background in American and European History, and political science
- Experience with customer service and dealing with people both in person and on the phone
- Familiar with Macintosh, Windows 3.x and Windows 95/98 Operating systems
- Working knowledge of WordPerfect 6.1, 7.0, 8.0 for Windows
- Working knowledge of Microsoft Office 97 for Windows
- Working knowledge of Lotus Smart Suite 97 for Windows
- Proficient with Adobe PageMaker for Windows and Macintosh
- Proficient with Adobe PhotoDeluxe photo imaging software
- Experience with Adobe PhotoShop and other photo imaging software
- Experience with image scanning and image manipulation
- Working knowledge of Macromedia Freehand for Windows and Macintosh
- Experience with Desktop publishing in various environments
- Experience with web site development using various software packages
- Experience with Light HTML programming using text editor
- Experience with computer aided drawing tools, and document management
- Touch typing at approximately 40 words per minute
- Operating 10 key adding machine by touch
- Familiar with record keeping procedures

***References available upon request***