



Personnel Committee
April 9, 2026 – 9:00am
Zoom: <https://csusb.zoom.us/j/85216228318>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. February 9, 2026
4. Open Forum
5. Adoption of Agenda

New Business

- PC 08/26 Approval of Accounting and Budget Assistant Position Description (Action, Puccinelli)
- PC 09/26 Approval of Human Resource and Payroll Assistant Position Description (Action, Puccinelli)
- PC 10/26 Interview student representative candidates and select those who will move forward to interview at the SMSU Board of Directors Annual Meeting on May 6, 2026 (Action, Del Rossi) | **Time Certain: 9:15am**

Announcements

Adjournment



Personnel Committee
February 9, 2026 – 12:00pm
Student Chamber (SUN-3005)
Zoom: <https://csusb.zoom.us/j/85216228318>

MINUTES

- Members Present:** Vilayat Del Rossi, Sukhpreet Kaur, Jocelyn Paz, Jennifer Puccinelli, Matthew Smith
- Staff Present:** Elizabeth Junker
- Call to Order:** The meeting was called to order at 2:05pm.
- Roll Call:** A verbal roll call for members was conducted. Quorum was met.
- Approval of Minutes:** M/S Kaur/Smith; motion to approve January 15, 2026 Personnel Committee meeting minutes.
Motion passed.
- Open Forum:** There were no speakers present for open forum.
- Adoption of Agenda:** M/S Kaur/Smith; motion to adopt February 9, 2026 agenda as presented.
Motion passed.

New Business

PC 07/26 Approval of Revised Overtime Policy SMSUPM 930 (Action, Puccinelli)

M/S Kaur/Smith; motion to open PC 07/26 Approval of Revised Overtime Policy SMSUPM 930.

The Personnel Committee considered item PC07-26 regarding approval of revisions to the SMSU Overtime Policy (PM930). The proposed updates include adding language addressing overtime earned on a second consecutive seventh day worked; formally stating SMSU's workweek as Sunday through Saturday; clarifying which hours count toward overtime

calculations (excluding vacation and sick leave); affirming that compensatory time off is not permitted under California law and that overtime must be paid; and specifying that overtime requires prior supervisory approval, with unauthorized overtime potentially subject to disciplinary action while still remaining compensable.

Committee members asked clarifying questions regarding what qualifies as hours worked for overtime purposes, including meetings, trainings, and on-call time. It was clarified that all hours physically worked, including mandatory trainings, count toward overtime, while leave time does not. The committee also briefly discussed historical use of on-call assignments, noting that SMSU does not currently maintain on-call positions. Following discussion, the committee proceeded to a roll call vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 1 – Abstentions
Motion passed.

Announcements

- Join the team for Bowling with the Board on Tuesday, February 17th 5:00pm
- DSA Roadshow resource fair takes place tomorrow at Coyote Walk.

Adjournment

M/S Smith/Paz; motion to adjourn meeting at 2:14pm.
Motion passed.

Reviewed and respectfully submitted by:

Jocelyn Paz, Committee Chairwoman

Date

Proposal to Restructure Corporate Services Processor Position into Two Operational Roles

Date: April 9, 2026

To: Santos Manuel Student Union Board of Directors – Personnel Committee

Proposed By: Jenny Puccinelli, Human Resource and Risk Manager

Background:

The Corporate Services Processor position currently supports both financial (budget and accounting) and human resources functions. Over time, the volume and complexity of work in both areas have increased, including higher transaction levels, expanded reporting requirements, and ongoing system and process changes. Managing these responsibilities within a single position has created capacity challenges, resulting in slower response times and limited ability to fully support each functional area.

Proposal:

It is proposed that the existing Corporate Services Processor position be restructured into two distinct entry-level positions: **Accounting and Budget Assistant** focusing on financial operations, including purchase orders, accounts payable and receivable processing, deposits, financial reporting, reconciliation, and support of the SMSU budget process, and **Human Resources and Payroll Assistant** focusing on HR and payroll-related functions, including payroll processing, employee records, onboarding support, and general HR administrative tasks.

Rationale:

Restructuring the current position into two specialized roles will improve operational effectiveness across both functional areas. Dividing responsibilities will reduce workload strain and improve response times for financial processing, payroll, and HR support. Each role will focus on its core functions, resulting in greater accuracy, consistency, and adherence to established procedures. Establishing separate positions ensures each function is adequately supported. This structure also removes the dual reporting relationship, creating clear lines of supervision and accountability, improving communication, and supporting more effective training and performance management.

Overall, this change will strengthen service delivery, improve efficiency, and better align administrative support with the operational needs of SMSU.

Budget Impact: Approximately \$70,000 for salary and benefits of additional position.

Timeline: We are planning to fill the new position in fiscal year 2026-2027.

Chartfield: 601826-RO001-S6010

Attachments:

- Position Description – Accounting and Budget Assistant
- Position Description – Human Resources and Payroll Assistant

Santos Manuel Student Union

Job Description

Job Title:	Accounting and Budget Assistant
Department:	Shared Services
Reports To:	Budget Analyst
Location:	San Bernardino Campus
FLSA Status:	Non-Exempt
Category:	Full-Time, Hourly, Regular
Salary Grade:	3
EEO Code:	1

Summary

The Accounting and Budget Assistant provides clerical and operational support for SMSU business and budget functions. This position focuses on accurate data entry, financial processing, recordkeeping, and routine reporting in support of daily operations. The role requires strong attention to detail, organization, and the ability to follow established procedures.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Financial Processing & Data Entry

- Coordinate and complete data entry in support of the SMSU budget process.
- Create purchase orders and requisitions.
- Process general payments to vendors and enter revenue and reimbursement transactions.
- Prepare disbursement authorizations for invoices and other payments made by check.
- Submit electronic documentation using Adobe Sign.

Reporting & Reconciliation

- Run monthly expense and revenue reports.
- Conduct monthly reconciliations between PeopleSoft and internal budget sheets.
- Process staff and student payroll reports after each pay period.
- Process Accounts Receivables and manage collections.
- Provide monthly invoices to on-campus departments and off campus clients.
- Send statements and past due notices for open invoices.

Contracts & Vendor Support

- Process performer contracts, assign contract numbers, maintain contract logs, and verify that payments are issued.

- Issue monthly invoices to on-campus departments and off-campus vendors.
- Send account statements and past-due notices for outstanding invoices.

Cash Handling & Deposits

- Process daily deposits for SMSU bowling lanes and weekly deposits for invoice payments.
- Prepare and secure cash bags.
- Receipt monies for SMSU accounts in accordance with established procedures.

Administrative Support

- Maintain organized filing systems and financial records.
- Prepare labels, binders, and documentation for recordkeeping.
- Answer phone calls and provide clerical support as needed.
- Remain current on data entry software and system upgrades.

Supervisory Responsibilities

May provide guidance and work direction to student assistants but has no formal supervisory responsibilities for appraising performance; rewarding and disciplining employees or addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED required and six months of related experience in a clerical environment. Some college preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software and other related software.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of MS Office, including Excel, Word, PowerPoint, Teams and Outlook. Experience with Paylocity preferred.

Certifications Licenses & Registrations

None required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.

Santos Manuel Student Union

Job Description

Job Title:	Human Resources and Payroll Assistant
Department:	Shared Services
Reports To:	Human Resource and Risk Manager
Location:	San Bernardino Campus
FLSA Status:	Non-Exempt
Category:	Full-Time, Hourly, Regular
Salary Grade:	3
EEO Code:	1

Summary

Under the direction of the Human Resource and Risk Manager, The Human Resources and Payroll Assistant supports the daily operations of the Santos Manuel Student Union Human Resources department with a focus on payroll processing, compliance support, recruitment administration, and new student employee orientation coordination. This position ensures accurate data entry, timely payroll submission, proper recordkeeping, and effective orientation and training tracking for student assistants and staff employees.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Payroll & HRIS Administration

- Process semi-monthly payroll for student assistants and staff; review for accuracy and submit payroll to UEC in accordance with established deadlines.
- Perform data entry in Paylocity and PeopleSoft CS, including new hires, separations, rate changes, time clock corrections, and other employment updates.
- Maintain accurate employee records and personnel files in compliance with established record retention guidelines.
- Conduct monthly reconciliations of personnel files and active employee lists to ensure accuracy and completeness.
- Assist in resolving payroll discrepancies and respond to routine payroll-related inquiries.

Compliance & Recordkeeping

- Support compliance with federal, state, and local employment laws and internal policies by ensuring required documentation is completed and maintained.
- Keep abreast of changes in applicable labor laws and assist with implementation of updates to procedures and documentation as directed.
- Track and reconcile completion of mandatory employee trainings in accordance with SMSU policy and notify supervisors of outstanding or overdue required trainings and maintain documentation of follow-up communications.

Recruitment & Hiring Support

- Provide administrative support for recruitment processes, including uploading and distributing candidate application materials, maintaining candidate tracking matrices and scheduling interviews and coordinating logistics

Orientation

- Deliver orientation sessions for new student employees, ensuring clear communication of workplace expectations, policies, payroll procedures, and required trainings.
- Assist with the creation, coordination, and continuous improvement of the student orientation program.
- Recommend updates or improvements to orientation materials and processes to enhance clarity, compliance, and student engagement.

Customer Service & Administrative Support

- Provide responsive and professional customer service to student employees and staff.
- Maintain tracking logs, spreadsheets, and filing systems to support departmental operations.
- Support special projects and other duties as assigned.

Supervisory Responsibilities

May provide guidance and work direction to student assistants but has no formal supervisory responsibilities for appraising performance; rewarding and disciplining employees or addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED required and six months of related experience in a clerical environment. Some college preferred.

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Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw

and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of MS Office, including Excel, Word, PowerPoint, Teams and Outlook. Experience with Paylocity preferred.

Certifications Licenses & Registrations

None required.

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Personnel Committee Meeting
April 9, 2026
9:00am – 10:30am

Interview Schedule

- 9:15am Candidate 1 - Mahekdeep Singh
- 9:30am Candidate 2 – Jalonis Taylor
- 9:45am Candidate 3 – Yazhini Elanchezhian
- 10:00am Candidate 4 – Joseph Martinez

**Spring Recruitment
Candidate List**

Name:	Major:	Grade Level:	Anticipated Graduation:
Mahekdeep Singh	Computer Science	Masters	May 2030

Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

As the Founder and President of the Punjab Students Organization (PSO), I have been able to develop strong leadership, communication, and organizational skills by working on projects that promote student engagement and represent the voices of a variety of students. My work with another student organization since 2025 has helped me develop strong teamwork and problem-solving skills. Being a Teacher Assistant in high school taught me the value of patience, mentorship, and accountability, while my work with SMSU Maintenance has helped me develop strong reliability, work ethic, and attention to detail skills. These experiences demonstrate my passion for serving others, listening actively, and making a positive contribution to the campus community.

Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?

As an SMSU Board of Director Student Representative, I look forward to developing my leadership skills while actively representing and serving the student body. I would like to continue my personal and professional development by learning from this experience and bringing valuable ideas to the table that will make a difference in campus life. My hope is to hear the students out, represent their needs, and be a part of the positive change that will make campus life more supportive and engaging for all.

Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

Through my engagement with the Punjab Students Organization (PSO) as the Founder and President, I have been actively involved in community service through the organization of activities such as the distribution of free groceries to students in need and assistance with temporary accommodation support. These activities have reinforced my passion for community service. In addition, I have also been involved in community service activities at my local temple in India, where I learned the significance of giving back and working together for the benefit of others.

Name:	Major:	Grade Level:	Anticipated Graduation:
Jalonis Taylor	Theater Arts	Undergraduate	May 2027

Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

Through my leadership position in the Student African American Brotherhood Club, I have helped coordinate meetings, support campus initiatives, and promote mentorship and academic success among members. This role has strengthened my ability to collaborate with diverse groups, communicate effectively, and advocate for student needs. I have learned that strong leadership is rooted in listening, accountability, and a commitment to uplifting others.

Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?

As an SMSU Board of Director Student Representative, I hope to strengthen student representation by ensuring that diverse voices are heard, respected, and included in meaningful decision-making. Through my experience as Vice President of the Student African American Brotherhood Club and my involvement in the Black Student Union, theatre, and chamber singers, I have learned the importance of advocacy, collaboration, and community engagement. I want to help create opportunities that promote leadership development, academic success, and cultural awareness across campus. Ultimately, I hope to contribute to a campus environment where students feel empowered, supported, and connected, while continuing to grow as a responsible and effective leader.

Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

Beyond my listed experiences, I am deeply motivated by a desire to serve and uplift others. My involvement in the Student African American Brotherhood Club and Black Student Union has reinforced my belief that leadership is not about position, but about responsibility and impact. I care about creating spaces where students feel seen, heard, and supported, especially those who may not always feel represented. As a Theatre Arts major, I have learned that every voice carries power, and I strive to use my voice to advocate with confidence, empathy, and integrity. Balancing my academic success with active campus involvement has strengthened my discipline and commitment to excellence. I am dedicated to contributing thoughtfully, listening intentionally, and helping build a stronger, more connected student community.

Name:	Major:	Grade Level:	Anticipated Graduation:
Yazhini Elanchezhian	Computer Science	Masters	May 2027

Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

I bring a genuine passion for leadership, collaboration, and student engagement to this role. During my undergraduate studies, I served as the Chairwoman of my department, where I represented student and organized hackathons, technical fests, and cultural events. In my professional role, I also mentored junior team members and organized team-building initiatives such as Fun Fridays, helping create a positive and inclusive environment. These experiences strengthened my communication, coordination, and leadership skills. While I am new to CSUSB as a graduate student, I am eager to listen, learn, and advocate for students while contributing meaningfully to the SMSU Board.

Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?

As an SMSU Board of Director Student Representative, I hope to serve as an approachable voice for students. I want to listen, understand student experiences, and help ensure those perspectives are reflected in board discussions and decisions. I also hope to support efforts that improve student engagement, wellness, and a sense of belonging within the student union. Through this role, I aim to contribute positively to the campus community while continuing to grow as a leader and collaborator.

Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

In addition to my academic and professional experiences, I have consistently taken on leadership and community-building roles throughout my education. From serving as a school pupil leader to leading my undergraduate department as chairwoman, I have enjoyed creating spaces where people feel heard and supported. I value teamwork, responsibility, and open communication, and I approach leadership with empathy and a willingness to learn. As a graduate student, I am excited to continue growing in these areas while contributing positively to the CSUSB community.

Name:	Major:	Grade Level:	Anticipated Graduation:
Joseph Martinez	Studio Art	Masters	May 2027

Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

Through my current role at the SMSU, I have gained direct experience supporting campus programming and student engagement. I work closely with numerous departments and student organizations to coordinate promotions and outreach efforts. This has given me a strong understanding of how operations function and how programming decisions impact students across campus.

Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?

As a student representative, I intend to greatly contribute to the CSUSB community in every way feasible. I plan on using the opportunity to create a connection with students I get the pleasure of engaging with. Ensuring that the students of all colleges, ages, races, and backgrounds know that they are supported and I am advocating for them.

Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

I have ample experience in leadership roles. In my current role with the SMSU, I have led student trainings across departments and supported the development of professional practices among my colleagues. Through this experience, I have strengthened my ability to guide teams, foster collaboration, and contribute to a growth-oriented work environment.

Mehakdeep Singh

[REDACTED]

[REDACTED]

[REDACTED]

Dear Members of the Board,

I am writing to express my interest in serving as a Board Member at CSUSB. As a current student and Student Assistant at the Santos Manuel Student Union, I have seen firsthand how important strong leadership and responsible decision-making are to the student experience.

As the Founder and President of the Punjab Student Organization, I have worked to support and represent students while learning how to lead, organize, and make thoughtful decisions. Being an international student has also taught me independence, accountability, and the importance of community.

I would be honored to represent students and contribute to creating an inclusive, supportive, and well-managed campus environment.

Thank you for your consideration.

Sincerely,

Mehakdeep Singh

Mehakdeep Singh

Skills & Interests

Technical: Microsoft office

Skills: Teamwork, Leadership, Attention to detail, Management, hardworking, Friendly

Language: Fluent English, Conversational Punjabi & Hindi

Interests: Bhangra dance, Photography, reading books, helping others & learning new things.

Relevant Focus: Organizational Leadership, Financial Management, Business Strategy, Institutional Operations

Education

- **CALIFORNIA STATE UNIVERSITY** **San Bernardino, CA**
BA in Administration (International Business Concentration) Jan 2025 – Present
- **SUPERTECH COMPUTERS** **Ludhiana, PB**
Diploma in Computer basics and Microsoft office May 2023 – Jul 2024
- **Oxford Public SCHOOL** **Tarntaran, PB**
High school Diploma Apr 2022 – May 2024

Work Experience

Punjab Student Organization – CSUSB | 2025 – Present

President

- Founded and lead a student-centered organization focused on cultural engagement, peer support, and student resource accessibility.
- Develop strategic goals, oversee operations, and coordinate initiatives serving 50+ students.
- Lead executive decision-making, delegate responsibilities, and ensure organizational accountability.

Santos Manuel Student Union (SMSU), CSUSB | October 2025

Student Assistant

- Support daily operations of a multimillion-dollar student facility serving the CSUSB campus community.
- Assist in event logistics, facility inspections, and operational readiness for large-scale programming.
- Contribute to maintaining compliance with safety and service standards.
- Work alongside professional staff to ensure efficient, student-centered facility management.
- Gain firsthand exposure to auxiliary operations, event coordination, and institutional procedures.

Oxford Public School | 2022 – 2024

Head Boy

- Served as primary liaison between administration and the student body.
- Assisted in coordinating school-wide events, assemblies, and student initiatives.
- Supported administrative operations including scheduling, documentation, and communication.
- Promoted discipline, accountability, and academic responsibility across campus.

COMMUNITY ENGAGEMENT

Community Service Volunteer

Punjab Student Organization & Amritsar Community | 2020 – 2024

Volunteer

- Coordinated distribution of essential supplies including food and water to individuals in need.
- Assisted peers with transitional challenges and support services.
- Promoted inclusion, cultural awareness, and student well-being through outreach initiatives.

Jalonis Taylor

[REDACTED]
[REDACTED]
[REDACTED]

March 02, 2026

San Manuel Student Board of Directors

Dear Members of the Selection Committee,

I am writing to express my strong interest in serving on the San Manuel Student Board of Directors. As a Theatre Arts major with an Acting concentration at California State University, San Bernardino, and a current Vice President of the Student African American Brotherhood Club, I am committed to leadership, representation, and meaningful community engagement. I am eager to bring my experience, integrity, and passion for service to this role.

Through my leadership position in the Student African American Brotherhood Club, I have helped coordinate meetings, support campus initiatives, and promote mentorship and academic success among members. This role has strengthened my ability to collaborate with diverse groups, communicate effectively, and advocate for student needs. I have learned that strong leadership is rooted in listening, accountability, and a commitment to uplifting others.

In addition to my executive leadership experience, my involvement in the Black Student Union, Players of the Pear Garden Theatre Club, and CSUSB Chamber Singers has allowed me to engage with different communities across campus. These experiences have helped me develop discipline, teamwork, and cultural awareness—qualities that are essential for serving on a board that represents and supports students.

As a student maintaining a 3.6 GPA and expecting to graduate in Spring 2027, I take my responsibilities seriously and strive for excellence in both academics and service. I am passionate about creating inclusive spaces, amplifying student voices, and contributing to initiatives that positively impact the community. Serving on the San Manuel Student Board of Directors would allow me to further develop as a leader while making a meaningful difference.

Thank you for considering my application. I would be honored to contribute my skills, perspective, and dedication to the Board. I look forward to the opportunity to further discuss how I can serve and represent students effectively.

Sincerely,

Jalonis Taylor

Jalonis Taylor

Objective

Motivated and community-oriented Theatre Arts major seeking a position on the San Manuel Student Board of Directors. Eager to contribute leadership experience, cultural awareness, and strong communication skills to represent and uplift fellow students while supporting positive community impact.

Education

California State University, San Bernardino (CSUSB)
Bachelor of Arts in Theatre Arts, Acting Concentration
Expected Graduation: Spring 2027 | GPA: 3.6

Leadership Experience

Vice President – Student African American Brotherhood Club (2024–Present)

- Assist in leading meetings and organizing club initiatives.
- Support planning and execution of campus events and engagement activities.
- Promote mentorship, leadership development, and academic success among members.
- Collaborate with other campus organizations to foster inclusivity and cultural awareness.

Campus Involvement

- Member – Black Student Union (2024–Present): Participate in cultural programming and student advocacy initiatives.
- Member – Players of the Pear Garden Theatre Club (2023–Present): Collaborate in theatrical productions and performances.
- Member – CSUSB Chamber Singers (2023–Present): Perform in choral concerts and university showcases.

Skills

Leadership & Team Collaboration | Public Speaking & Performance | Event Planning & Organization | Cultural Advocacy & Community Engagement | Strong Communication | Time Management | Creative Problem-Solving

YAZHINI ELANCHEZHIAN

SUMMARY

Graduate Computer Science student at CSUSB with a strong background in student leadership, event coordination, and community building. Former department chairwoman with experience representing students and working collaboratively with diverse teams. Motivated to contribute to student-centered decision-making and meaningful campus engagement through leadership and service.

SKILLS

- Student Leadership & Representation
- Communication & Active Listening
- Event Planning & Coordination
- Team Building & Collaboration
- Community Engagement
- Problem Solving & Decision-Making
- Conflict Resolution

LEADERSHIP & EXPERIENCE

Software Developer

Accenture | Aug 2022 – May 2025

- Mentored and supported junior team members, encouraging collaboration and professional growth.
- Organized team engagement initiatives, including Fun Fridays, to promote a positive and inclusive work environment.
- Collaborated with cross-functional teams, contributing to planning, communication, and shared decision-making.
- Demonstrated accountability, time management, and ethical responsibility in a fast-paced professional setting.

Chairwoman of Department

SASTRA Deemed University | Jun 2020 – Jun 2022

- Represented student perspectives and served as a liaison between students and faculty.
- Led the planning and coordination of hackathons, technical fests, and cultural events.
- Managed and guided student teams to ensure successful execution of department initiatives.
- Fostered inclusive participation, teamwork, and clear communication among students.

School Pupil Leader

St. Joseph's Convent | Jun 2017 – Mar 2018

- Represented the student body and supported student leadership initiatives.
- Contributed to the planning and coordination of school-wide academic, cultural, and athletic events.
- Demonstrated the ability to balance academic responsibilities with leadership commitments.
- Developed strong responsibility, organization, and communication skills through student governance.

EDUCATION

California State University - San Bernardino

Master of Science in Computer Science - GPA: 4.0/4.0

August 2025 - May 2027 (Expected)

SASTRA Deemed to be University, India

Bachelor of Technology in Information & Communication Technology - CGPA: 7.43/10

July 2018 - July 2022

CONTACT



EDUCATION

CALIFORNIA STATE UNIVERSITY OF SAN BERNARDINO

- BA in Design Studies
- Minor in Marketing
- MA Studio Art (exp: 2027)

SKILLS

- Project Management
- Marketing
- Public Speaking
- Creative Direction
- Problem Solving
- Leadership
- Initiative

SOFTWARE

- Adobe Suite
- Google Workspace
- Microsoft Office

LANGUAGES

- English (Fluent)
- Spanish (Intermediate)

JOSEPH MARTINEZ

PROFILE

Professional with over five years of experience supporting programming and operations through event planning, program logistics, and community engagement.

EXPERIENCE

Santos Manuel Student Union - Cal. State San Bernardino Photographer & Videographer/ Social Media Specialist April 2022 - Present

- Train and support student staff on equipment use, workflows, and event coverage standards
- Coordinate visual media and promotions for campus programming and events
- Collaborate with 15+ campus departments and student organizations on event planning and logistics
- Support on-site event promotion through marketing outreach programming

Creative Specialist

Creative Director / Photography & Design February 2018 - Present

- Coordinate creative projects from planning through execution, managing timelines, deliverables, and project teams
- Manage project logistics, including scheduling, equipment needs, and budgets
- Support clients through structured workflows and clear communication

Dark Denim LLC

Assistant Coordinator February 2022 - March 2024

- Coordinated schedules for clientele, assisted in outlining timelines for production of projects
- Served as a primary point of contact for client and customer communication
- Maintained records of sales, and managed logistics for inventory and quality control needs

PRESENTATIONS & RECOGNITIONS

Exhibition Curator - Robert and Francis Fullerton Museum of Art

- Assisted in the creation & management of public programming workshops November 2025

Santos Manuel Student Union Training - Cal. State San Bernardino

- Speaker for brand identity workshop August 2025

Category Nominee - Palm Springs Short Fest

- Assistant Director & Camera Operator for an award nominated film June 2024