

VANESSA RODRIGUEZ, MPA
CONTACT INFORMATION

Miami, Florida

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[My LinkedIn](#)

EDUCATION

Barry University

Curriculum & Instruction, PhD

Estimated Graduation Summer 2028

Florida International University (FIU)

Master of Public Administration (MPA)

Graduate Certificate in Urban Policy Innovations

Bachelor of Public Administration

Miami Dade College (MDC)

Associate in Arts Degree in Public Administration

Business Intelligence Professional Certificate

Project Management Institute (PMI) Certificate

ADMINISTRATIVE & PROFESSIONAL EXPERIENCE

Miami Dade College

Technology and Innovation/ Miami Tech Works – Student Support Service

Outreach Coordinator

January 2024 – Present

- Oversee planning, implementation, and assessment of student services supporting over 4,500 students and community members annually.
- Serve as college-wide Outreach Coordinator and primary point of contact for students seeking academic, financial, and social support services.
- Develop policies and procedures for grant-funded initiatives.
- Manage budgets, procurement, vendor contracts, and invoice processing in compliance with institutional, state, and federal regulations.
- Lead student intake, eligibility determination, assessment, and referral processes for more than 1,000 students per semester.
- Advise students on enrollment status, academic progress, eligibility requirements, and available institutional resources.
- Develop, implement, and assess student retention and engagement strategies, increasing participation rates across diverse student populations.
- Serve on the Standards of Academic Progress (SAP) Committee, supporting retention and continuation decisions.
- Supervise vendors and student-facing services to ensure high-quality program delivery.

- Maintain accurate data and reports to support audits, grants, and data-informed decision-making.
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ACADEMIC APPOINTMENTS

Miami Dade College

Adjunct Professor, Political Science / Public Administration/Law

August 2024 – Present

- Teach undergraduate courses in American Federal, State, and Local Government, emphasizing constitutional principles, federalism, public policy, leadership, and civic engagement.
 - Develop and deliver course syllabi, lectures, assignments, and assessments aligned with institutional and accreditation standards.
 - Facilitate student-centered discussions on current political events, Supreme Court rulings, and public policy implications.
 - Advise students on academic pathways, degree planning, and careers in public service, government, and leadership fields.
 - Utilize Blackboard and Canvas to manage coursework, monitor academic progress, and communicate with students.
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State of Florida Department of Education– Division of Vocational Rehabilitation Senior Vocational Rehabilitation Counselor

July 2023 – October 2023

- Evaluated academic, medical, and vocational documentation to determine eligibility for education and employment services.
 - Developed and monitored Individual Plans for Employment (IPEs), tracking academic progress, compliance, and outcomes.
 - Provided advice and case management for individuals with complex needs, supporting persistence and long-term success.
 - Managed service budgets and authorized expenditures in accordance with funding guidelines.
 - Collaborated with employers, higher education institutions, and community organizations to expand experiential and employment opportunities.
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State of Florida Department of Education – Division of Vocational Rehabilitation Vocational Rehabilitation Technician / Financial, Deaf and Blind Liaison

January 2018 – April 2021

- Advised over 250 students and clients annually on postsecondary education options, degree planning, and support services.
- Supported counselors in monitoring academic compliance, degree plans, and continued eligibility.
- Served as Deaf and Blind Liaison, coordinating interpreter services and ensuring ADA compliance.
- Generated outreach, performance, and financial reports for leadership review.
- Tracked and reconciled expenditures exceeding \$250,000 annually, ensuring fiscal accuracy and audit readiness.

Sareli Media Group**Marketing and Office Management**

May 2016 – December 2017

- Managed client accounts and served as liaison between executives, vendors, and external partners.
- Coordinated onboarding and administrative support for interns and new hires.
- Maintained databases and generated reports supporting budget planning and executive strategy.
- Supported digital marketing, communications, and outreach initiatives.

**Florida International University – The Graham Center – FIU Student Affairs
Event and Program Coordinator**

September 2011 – April 2014

- Coordinated academic and non-academic programs, orientations, professional development events, and campus-wide symposiums.
- Collaborated with faculty and administrators on scheduling, logistics, budgets, and timelines.
- Supervised and mentored student employees.
- Supported strategic planning, reporting, and stakeholder engagement initiatives.

TEACHING & ADVISING INTERESTS

- American Government and Public Policy
- Leadership and Civic Engagement
- Public Administration and Governance
- Student Success, Retention, and Advising
- Higher Education Administration

SERVICE & COMMITTEE MEMBERSHIPS

- Standards of Academic Progress (SAP) Committee, Miami Dade College
- Community Outreach and Workforce Development Initiatives

SKILLS & EXPERTISE

- Student Advising and Retention
- Academic Program Administration
- Admissions and Eligibility Review
- Budgeting, Procurement, and Financial Reporting
- Policy Development and Compliance
- Faculty, Staff, and Vendor Supervision
- Data Analysis and Institutional Reporting
- Event Planning and Experiential Learning

LANGUAGES

Fluent in English and Spanish (spoken and written)

TECHNOLOGY

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), PeopleSoft, Oracle, RIMS, Aware Software, AGS Prime, Adobe, Blackboard, Canvas, Stata, NVivo

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Project Management Institute (PMI) Certificate
 - Business Intelligence Professional Certificate
 - OSHA Level 1 Certificate of Participation
 - State of Florida Notary
 - IRS Certificates: 501(c)(3), Form 990, UBIT, Employment-Related Tax Issues
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Media & Publications

January 23, 2026 - Podcast with Dr. Stewart, MDC Kendall Campus president – Promote Student Support Services for EnTec Students and Childcare Programs for Student Parents

REFERENCES

Available upon request