

# ROBERT H. IRVIN, JR.

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## EDUCATIONAL CROSS-CULTURAL TRAINER & DEVELOPMENT ADMINISTRATOR

*Diversity & Academic Advancement / Multicultural Services / Academic & Student Affairs*

Professional career reflects more than 15 years of experience in learning skills development; college counseling services; allied health and student services; public education and corporate reading center operations; international programming and training coordination; and community college instructional services. Strategic thinker who is passionate about recognizing strengths and skills in diversity management and instituting multicultural training and programs. Dedicated leader in organizing and launching new programs, services, and resources for leading academic institutions. Adept in assessing organizational challenges and creating solutions.

### Core Competencies

- Organizational Growth Strategies
- Corporate Culture & Change Agent
- Government & International Affairs
- Resource & Project Management
- Educational Program Development
- Staff Training & Supervision
- Multicultural Counseling & Education
- Policies & Procedures Development
- Training Administration & Budgeting
- Strategic Partnerships & Logistics
- Cross-functional Teams Leadership
- Corporate & Public Relations

## PROFESSIONAL EXPERIENCE

**Los Angeles Community College District**, Los Angeles, CA

1999 – Present

### ADJUNCT PROFESSOR

Direct instruction to 160 students annually enrolled in developmental psychology, communication, and learning skills coursework. Practica on efficient study methods and effective learning techniques.

#### *Selected Accomplishments:*

- Played key role in increasing class size by 53% (from 34 to 72), allowing students to meet application deadline in program of study. Initiative resulted in increasing course revenue by over 100%, equating to an additional \$25,000 in total fees and funding for college while overall enrollment was decreasing.
- Forged initiative in adding third course in *Psychology and Developmental Communication*, increasing revenue by 60%. Higher enrollments achieved greater impact on workforce development in diverse communities, improved transfer rates to four-year institutions, and increased graduating students with associate degrees.

**Los Angeles Unified School District**, Los Angeles, CA

1999 – 2004

### SECONDARY COUNSELOR, FREMONT HIGH SCHOOL

Served as member of counseling and guidance and student assessment services, counseled individuals and student groups in areas of educational, personal, physical, social, and career needs. Provided guidance to students for graduation, college entrance requirements, and scholarships. Consulted with parents and school personnel as means of helping students with education and personal problems interfering with learning / success.

#### *Selected Accomplishments:*

- Created and executed comprehensive orientation program for ninth grade students to improve dropout rate of 50% on student population of 5,000. Led four-hour Saturday morning orientation program which improved graduation rates by 5% over five-year period and subsequently supported district-wide policy of designing small learning communities, allowing parents to demonstrate strong ownership of neighborhood campus.
- Launched new enrichment program, *The Congressional Award*, for 100% minority student population. Introduced program as vital public-private partnership to high school and built campus-wide awareness as benefit for further school development. Proper education resulted in program now operating as part of “Beyond the Bell” initiative, which adds significant value to student college applications.

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### Professional Experience (continued)

**Sylvan Learning Systems, Inc.**, Los Angeles, CA

1998 – 1999

#### **DIRECTOR OF EDUCATION**

Led management of daily operations and instruction within academic reading centers and staff. Monitored students' (elementary and secondary) academic progress, and conducted on-site training. Served as primary contact for 160 clients.

#### *Selected Accomplishment:*

- Instrumental in retaining school reading center in jeopardy of dissolving due to location in “gang turf” territory. Gained familiarity with main office operations and developed proactive working relationship with administrative staff. Directed operations, supervised teachers, advised parents, and evaluated students at three schools. Achieved goal of raising reading grade level for more than 90% of students after 36 hours of instruction, interactive vocabulary exercises, and motivational rewards. Participating teachers additionally increased monthly salaries by as much as 45%.

**United States Peace Corps**, East Africa & Indian Ocean Sub-region

1997 – 1998

#### **SUB-REGIONAL PROGRAM & TRAINING COORDINATOR**

Oversaw technical support programs in culturally diverse countries of Eritrea, Ethiopia, Kenya, Madagascar, Tanzania, and Uganda. Conducted annual assessment of volunteer and staff training / program needs. Prepared programming / pre-service and in-service training plans for each program. Actively involved in project planning, designing course development, monitoring, and evaluation. Established and maintained technical banks of local trainers / programmers. Managed special focus workshops and established resource center materials.

#### *Selected Accomplishments:*

- Saved organization approximately \$360K through efforts in creating project-specific training designs to manifest sharing of differing and respective viewpoints in agroforestry, soil erosion, national park management, and environmental education, with particular focus on inclusion of women and youth.
- Planned, developed, and implemented conference for six high-level country directors to discuss budget issues with regional supervisors at inaugural conference. Spearheaded central conference location in Uganda for five-day environmental conference and coordinated programming / training schedule to generate work groups on critical environmental issues.

**Charles R. Drew University of Medicine & Science**, Los Angeles, CA

1992 – 1996

#### **ASSISTANT PROFESSOR & DIRECTOR OF STUDENT SERVICES**

*“The mission of University is to serve underserved diverse populations.”*

Led course instruction and curriculum for allied health senior seminar for associate and bachelor degree students. Managed admissions and registration process, system of financial aid, and grade reporting. Maintained annual reporting for student services database and placement systems maintenance for activities, advisement, and counseling. Assisted with student recruitment, maintained housing roster, and handled student operations.

#### *Selected Accomplishment:*

- Ensured receipt of \$450K in annual fee revenue and retention of 30 students by “thinking outside of the box” in processing financial aid applications after coordinator abruptly terminated position. Developed means for students to gain approval and disbursement of financial aid packages (amounting to \$10-15K per student per school year) while simultaneously meeting tight deadline for submission.

**UCLA**, Los Angeles, CA

1990 – 1992

#### **COUNSELING SERVICES DIRECTOR / ACADEMIC ADVANCEMENT PROGRAM**

*“The mission of AAP is to serve diverse and historically underrepresented student populations.”*

Oversaw operations and service delivery management of AAP counseling services unit. Hired, trained, and supervised counseling and administrative staffs. Designed and implemented service delivery models; established unit policies and coordinated services; and prepared and maintained budget. Worked closely and effectively with director and assistant director as part of leadership in administering academic advancement program.

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## Professional Experience (continued)

### *Selected Accomplishments:*

- Instrumental in increasing student retention by 5% through efforts in addressing all underrepresented freshman summer program students regarding dedication and perseverance towards degree attainment.
- Orchestrated and implemented long-overdue performance evaluations for nine counselors in academic advancement program. Played key role in identifying short- and long-term professional development objectives and retaining 75% of staff after 15 years (staff retention).

**USC**, Los Angeles, CA

1988 – 1990

### **LEARNING SKILLS SPECIALIST**

*“The freshman access program was made up of an economically-diverse student population.”*

Monitored and evaluated academic support program for specially admitted students. Provided academic counseling and personal guidance. Conducted learning enrichments workshops, maintained individual caseloads. Tracked student grades and academic progress. Documented and compiled data on freshman access program (FAP). Interfaced with testing bureau freshman writing program and student-athlete academic services. Designed master calendar, and assisted in development of brochures and student information packet.

### *Selected Accomplishments:*

- Successfully structured curriculum, scheduling, and budgeting for the first summer college orientation program with goal of supporting retention and learning for 20 students with diverse backgrounds. Chaired cross-departmental planning and development committees, including student affairs, financial aid, testing bureau, writing program, athletic department, and housing.

## EDUCATION

**Doctorate of Philosophy, Counseling Psychology**

**University of Oregon, College of Education**, Eugene, OR

**Masters of Public Health, International Health**

**University of Hawaii at Manoa**, Honolulu, HI

**Bachelor of Arts, Psychology**

**Loyola University**, Los Angeles, CA

## TRAINING

**Developing Interculturally Skilled Counselors, The Institute of Behavioral Sciences, East-West Center, Culture Learning Institute & The Institute of Behavioral Sciences**, Honolulu, HI

**Psychological and Counseling Services, University of California**, San Diego, CA

**Clinical Practicum Supervisor, DeBusk Memorial Counseling Center at University of Oregon**, Eugene, OR

**School Psychologist Training, California State University, Northridge**, Northridge, CA

**Peace Corps Overseas Staff Training**, Washington, DC

## PUBLICATIONS

**Journal of Multicultural Counseling and Development:**

*“The Internal Dialogue of Culturally Different Clients: An Application of the Triad Training Model,” Co-Author; 6/95*