

Jessica Montalvo

Academic Advisor, Elementary Education

School of Education

Purdue University Fort Wayne

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Professional Experience

September 1, 2026 – Present – Purdue Fort Wayne

Academic Advisor

- Advise and support undergraduate Elementary Education students for the School of Education.
- Work collaboratively with faculty and staff to support student success and retention.
- Assist with the development and implementation of programs and initiatives that support student success.
- Create an open and respectful environment by utilizing student-centered practice that emphasizes mutual respect, dignity, self-awareness, and authenticity.
- Center the student in an asset-framed approach where advising provides educational guidance to meet students where they are and acknowledges the critical value of each student's unique social capital.
- Empower students to be active responsible learners and assist them in making well-informed decisions.
- Guide students in course selection and the process for registering for courses.
- Identify campus activities, programs, and opportunities related to students' educational and career goals.
- Maintain a consistent pattern of contact and communications with assigned students.
- Use data to provide timely outreach to students on their academic progress and conduct audits on student's degree progress.
- Assess when a student's situation requires referral to campus resources.
- Maintain and ensure confidentiality of student records.
- Teach students about the university's structure, systems, policies, and practices.

September 8, 2025 – August 31, 2025 – Purdue Fort Wayne

Academic Advisor

- Advise and support undergraduate students in the College of Engineering, Technology, and Computer Science focusing on four specific programs: Mechanical, Civil, Electrical and Civil Engineering.
- Work collaboratively with faculty and staff to support student success and retention.
- Assist with the development and implementation of programs and initiatives that support student success.
- Create an open and respectful environment by utilizing student-centered practice that emphasizes mutual respect, dignity, self-awareness, and authenticity.
- Center the student in an asset-framed approach where advising provides educational guidance to meet students where they are and acknowledges the critical value of each student's unique social capital.
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- Teach students about the university's structure, systems, policies, and practices.

April 9, 2025 – September 5, 2025 – Southwest Allen County Schools

Substitute Teacher

- Effective communication skills.
- Ability to take direction.

- Initiative and dependability in carrying out tasks.
- Awareness and respect for student diversity.
- Clerical skills, flexibility and confidentiality required.

March 22, 2024 – Present – INPUT Fort Wayne

Freelance Writer

- Creative self-starter for freelance writing roles for a weekly publication and email newsletter in Fort Wayne, Indiana featuring stories about bold startups, emerging places, catalytic talent, transformative projects, and ideas across the region.
- Digital journalism or community newspaper experience
- Passion for finding interesting stories
- Able to perform under the parameters of deadline requirements
- Based in the Fort Wayne area and/or have a deep knowledge of the community and its unique stories

May 1, 2023 – Present – Flairware Boutique, LLC

CEO and Owner

- Plan and create handmade vintage inspired accessories
- Manage all retail operations, inventory management, and merchandising
- Maintain and build Shopify website and all financial records
- Responsible for overall marketing direction for the company
- Effective communication and interpersonal abilities to interact with customers to uphold excellent customer service
- Assist customers across all channels (phone, email, and social media) across a range of topics including: order fulfillment and order tracking, custom order discussions and interactive brainstorming, customer account information
- Social media maintenance and content creation on Instagram, Facebook, Pinterest, YouTube, TikTok
- Maintain and grow wholesale clients with small and large companies, local and throughout the United States
- Self-starter, multitasker, strong proficiency to handle customer support responsibilities over the phone, virtually, or via email
- Build and maintain customer community via newsletter and email creation, maintenance, and scheduling to client email list.
- Social media maintenance and content creation on IG, TikTok, Facebook, Pinterest

February 9, 2022 – July 2023 - Wafi Media, LLC, Los Angeles, CA

Freelance Writer, Marketing, Content Creator, Corporate Planning, Grant writer

- Research and write articles about relevant topics that are relevant to the Latino community, nationally, and locally.
- Grant writing and strategic planning for financial side of corporate; fundraising
- Content creation and reels for social media platforms for Wafi Media and Something Latina
- Marketing and collaboration to promote website and content, Effective SEO
- Weekly team meetings with all team members to discuss current events, projects, and potential collaborations
- Weekly writers team meetings to discuss articles and deadlines
- Special projects collaboration and writing for Hispanic Heritage Month

October 18, 2021 – July 5, 2022 University of Saint Francis, Fort Wayne, IN

Education Licensing Advisor and Accreditation Coordinator

- Performs various duties and/or projects including obtaining data, preparing analysis, reports, surveys, and statistical summaries as needed by Directors.
- Uses university software and Taskstream to store, collect, and analyze teacher candidate data.
- Ensures that the collection, storage, management, access, and reporting of student- and program-level data is efficient and of high technical quality.
- Ensures operational planning, mid-term and summary reporting throughout the accreditation reaffirmation processes, institutional planning, research, and effectiveness.
- Develops and tracks an overall master calendar schedule of specialized accredited program due dates for self-studies, site-visits, interim reports, and additional implementation follow-up activities.

- Assist program faculty and staff during specialized accreditation site visits with schedule planning and logistical support.
- Manages the accreditation responsibilities for the Education programs through the Council for the Accreditation of Educator Preparation (CAEP) under direction of the Director of Education.
- Works collaboratively with accredited programs in SOLAS, the USF Office of Institutional Research and Effectiveness (OIRE), USF's Committee on Assessment of Student Academic Achievement (COASAA), Academic Program Review (APR), and the Higher Learning Commission (HLC) on accreditation processes and procedures to ensure continued accreditation.
- Coordinates with Office of Enrollment Management to ensure accurate and timely communication of information impacting candidate recruitment, admission, and retention.
- Maintains current license advisor status/training with IDOE and serves as liaison to IDOE for licensing, testing, and state program review.
- Tracks and reports all enrollment, retention, completion, and post-graduate employment.
- Administers surveys to post-graduates and analyzes survey results.
- Creates educational resources for Taskstream, licensing, and testing.
- Collaborates with Registrar on TTT completion, candidate advancement, graduation status, and Jenzebar information.
- Respects the moral and religious beliefs of the university and students; uses discretion when expressing personal beliefs and views
- Performs other duties as assigned by the Division of Education Division Director, Dean, College of Arts, Sciences, and Business (CASB), or Dean of Collage of Adult and Distance Education (CADE).

July 5, 2018 – October 15, 2021 Manchester University, Fort Wayne, IN

Director for Student Services for Pharmacy Programs, College of Pharmacy, Natural and Health Sciences

- Serves and addresses the non-academic and community outreach co-curricular needs of the students, and maintains an open-door policy to further these ends; Tracks service data for all students, generates individualized reports, and approves student community outreach requirements via CompMS/CORE;
- Coordinates and connects students to institution-wide services, including academic advising, registration, financial aid, counseling, co-curricular activities, and career planning;
- Assists in planning/organizing orientation and events (including Homecoming), as well as other activities as assigned;
- Supports student success through the use of such programs as Pharmacy S.M.A.R.T. (in conjunction with the Office of Academic Affairs and Assessment) and Starfish;
- Functions as Pharmacy Programs' Title IX Investigator;
- Functions as member of Diversity, Equity, and Inclusion Core Group building and implementing the DEI strategic plan across the institution
- Functions as member of Presidents' Diversity, Equity, and Inclusion Council which supports the work of the core group with idea generation, constituent buy-in and implementation of the DEI strategic plan; Vice-chair
- Functions as member of FW Diversity, Equity, and Inclusion committee
- Review academic policies and procedures to promote equity and inclusive practices
- Provide leadership in creating vibrant and engaging diversity initiatives and programming
- Liaison with bias reporting process
- Coordinates and organizes student member professional organizations on campus, as well as assists in the development and implementation of a handbook for student organizations and their advisors;
- Maintains professional student organization budgets, e-commerce, reimbursements, TouchNet sites, best practices, and other duties as needed to stay in good standing with national organization guidelines and expectations.
- Coordinates class officer elections and standing program committee (e.g., curriculum, admissions, cocurriculum) applications;
- Coordinates a fall and spring financial literacy seminar and as needed
- Serves as a co-advisor to the Pharmacy Student Leadership Council (i.e., student government);
- Assists in developing and implementing a communication strategy with students, faculty and staff regarding various campus events;
- Serves on program and University level committees as appointed or elected;
- Maintains current knowledge in the field of student services (including student affairs, student life).
- Maintains and updates student handbook

- Plans and executes a student leadership seminar every fall for PSLC

March 21, 2016 – June 29, 2018 University of Saint Francis Fort Wayne, Fort Wayne, IN

TRIO Student Support Services – Director

- Provide leadership, supervise, monitor, and evaluate project personnel to ensure that the objectives as outlined in the grant are met including Persistence Rates, Good Academic Standing Rates, Graduation Rates
- Hire, supervise, evaluate both full-time and part-time personnel for the program to facilitate the development and implementation of all aspects of the grant
- Oversee functions that provide services that address the goals and objectives of TRIO SSS as follows: monitors participants' academic performance, provide tutoring services as required for SSS students, provide advice in course selection and assistance in registration, develop a comprehensive plan of study by the end of the first year of SSS participation, provide counseling on federal student financial aid programs, their requirements, and annual mandatory workshops and information on financial and economic literacy, provide information to promote graduate school attendance, provide career counseling, and assessment, coordinate cultural activities
- Provide expert interpretation of federal regulations in establishment of compliant institutional and program processes and seek assistance and guidance from the assigned U.S. Department of Education Program Officer when necessary
- Work cooperatively with the Business Office with compliance for all grant assurances regarding budgeting and program expenditures
- Submit federal annual performance reports by required deadlines
- Design and maintain a participation tracking and documentation system that will accurately document student participation in the SSS program
- Write and submit grant proposals
- Demonstrate responsibility for helping the university achieve success through a commitment to the university's mission, vision, values and strategic plan by serving as a role model
- Works in collaboration with all staff, faculty, and departments within the academic community to build community
- Participating in the shared governance system of the university via committee membership
- Enhance the relationship of the University and the broader community by serving as a resource to the community

April 2013 – March 18, 2016 Indiana University-Purdue University Fort Wayne (IPFW), Fort Wayne, IN

TRIO Upward Bound – Academic Specialist

- Advise low-income, first-generation secondary school students from diverse backgrounds in the areas of careers, admissions requirements, program requirements, admission status and the transfer of credit from other institutions.
- Coordinator of tutorial services program; interviews and hires teachers and IPFW college students to be tutors for the program for all core areas of study
- Assists with recruitment process, interprets and applies college admissions standards and policies in determining student eligibility and standing.
- Coordinator of the pre-professional summer academy program
- Provides annual pre-professional cohort job placements for the summer in prospective career fields to provide first-hand on-the-job training exposure
- Maintains a caseload of students and provides intrusive advising, facilitate and implement after-school, weekend, and other tutoring sessions conduct workshops, presentations, enrichment activities, facilitate one-on-one and group sessions and facilitate student access to academic resources in the target schools and community
- Track and monitor participant activities to ensure appropriate and adequate services have been provided for the educational success of each student. Maintain confidential records of program services and update information in Blumen 10.9 database system Obtain grade reports and tests scores for all project participants in order to monitor the academic progress of students
- Maintain IPFW Upward Bound website via DOT CMS, Remind101, Facebook, Twitter, and all other social media outlets for up-to-date student access
- Photographer, editor, writer, and design editor for tri-annual newsletter
- Coordinator of cultural activities and community service projects
- Collaborates with local community leaders and organizations to build new and existing relationships and community service opportunities

Education

- Candidate for Ph.D. in Global Leadership in Academic Administration; Indiana Tech; October 2018 - present
- Master of Education; Indiana Wesleyan University; July 2012
- Teacher Certification (Middle School/Junior High/High School, Spanish); IPFW; May 2009
- Bachelor of Arts in Spanish; Indiana University; May 2003
- TRIO Student Support Services - IU Groups Program '99, Indiana University 1999

Certifications

- Adult, Child and Baby First Aid/CRP/AED Certificate – August 20, 2023 – August 20, 2025
- Teacher Certification for the State of Indiana; Middle School and High School Spanish: Certified active until 2025
- United States Hispanic Chamber of Commerce; Diversity, Equity, and Inclusion Certificate – May 2022
- Civil Rights Investigator; level 1; Association of Title IX Administrators; January 2018 – October 2021

Boards and Committees

- Gamma Phi Omega International Sorority, Inc. NWI Alumnae Prospective Chapter – President 2024-2025
- Gamma Phi Omega International Sorority, Inc. NWI Alumnae Prospective Chapter – Vice President 2023-2024
- Science Central Board of Directors Member: November 2016-March 2023
- Science Central Education and Visitor Services Committee Member: July 2016-March 2023
- Science Central Marketing & Development Committee Member March 2023-present

Other Accomplishments

- Published author of the book, “Surrender to Rise” - 2024
- Established and founded African American Healthcare Alliance student chapter at Manchester University School of Pharmacy 2019
- Established and founded National Hispanic Pharmacists Association student chapter at Manchester University School of Pharmacy 2020
- Presenter: 2018 Indiana TRIO Professional Conference: “Mental Health Maintenance from a Catholic College Perspective”

Community Involvement

- Producer for series, “Tito’s Barrio Chino” from Bien Calle Media – December 2022 - present
- IMDb – Executive Producer for film short, “Grummy” – 2021
- Executive Producer for film short, “Bodies Will Tumble and Roll” – July 2022
- Indiana University Alumni Association; Member 2003-present
- Indiana University Latino Alumni Association; Lifetime member 2011- present

Software / Programs

Microsoft Word, PowerPoint, Excel, Adobe Photoshop, PC knowledge and Apple platforms, TaskStream, LVIS, Jenzabar, Canvas, Sharepoint, Starfish, Powerschool, Canva, Slack, Zoom, Outlook, Google Drive, Handshake, Navigate, MyBluePrint, Banner, Navigate, Smart Plan, MyBluePrint, Brightspace

Languages

Fluent in Spanish and English.

Articles

- Holiday Blues: Advice to Maintain Your Mental Health During the Holiday Season – December 2022
- The Boy From Mexico: An Immigration Story of Bravery and Determination! - Wafi Media (todowafi.com) – December 2022
- Day of The Dead; A Time-Honored Tradition - Wafi Media (todowafi.com) – November 2022
- “Es Tiempo”: The 11th Annual Silicon Valley Latino Leadership Summit Was Nothing Short of Inspiring. - Wafi Media (todowafi.com) – October 2022
- The Silent Epidemic of Childhood Abuse and Mental Illness in the Latino Community – May 2022 - The Silent Epidemic of Childhood Abuse and Mental Illness in the Latino Community - Wafi Media (todowafi.com)
- Do You Identify With the Term Latinx? March 2022 - <https://todowafi.com/culture/2022/03/14/do-you-identify-with-the-term-latinx/>

- Indiana HB1134 To Censure History; February 2022 - Indiana HB1134 To Censure History - Wafi (todowafi.com)
- Getting through school, Fort Wayne style; Programs help students complete college degrees – March 2017 - <http://www.fortwayne.com/fortwaynemonthly/features/getting-through-school-fort-wayne-style/>