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Summary of Qualifications

- B.A. degree in Social Work from Texas Tech University
- Graduate coursework in Organizational Behavior, Psychology and Marketing
- Webmaster certification from Penn State University
- 14 years experience in higher education
- Excellent interpersonal skills

Work Experience

- Coordinator of Career Services/PRC CCCCCD 9/95 – Present
- Have increased the number of clients service in Career Services/PRC an average of 30-50 % each year.
 - Develop, implement, coordinate and evaluate activities in the career center.
 - Provide professional career counseling for students and community members, including but not limited to, resume writing, resume critiques, mock interviews, and job search skills.
 - Provide professional career advising and assessment interpretations.
 - Develop and coordinate marketing for Career Services activities.
 - Developed “Focus Group” at PRC which increased professors’ knowledge and appreciation of Career Services & Co-op. Continue to receive student referrals due to this program.
 - Supervise daily operations of office; interviews, hires, trains, supervises and evaluate staff.
 - Design, develop, and maintain all Student Development websites.
 - Served as Committee Chairman for NSEA national conference.
- Assistant to the Director of Student Activities CCCCCD 9/94 - 8/95
- Program development, which included: H.E.A.R.T.S., bi-annual blood drive, Safe Break week, and Welcome Week.
 - Developed and mentored student organizations.
 - Served as liaison between Student Activities and faculty/staff.

Education

B.A./Social Work	Texas Tech University	12/76
Webmaster Certification	Penn State University	05/01