

Michele Lynn Boverie
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Allen, TX 75002
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Relevant Experience and Accomplishments

Tutor Coordinator/Advisor

Collin County Community College District, Plano, Texas

1993 - present

Coordinate tutoring program district-wide including one-on-one, group, study hall, and online tutoring from August 1999 to present. Hire tutors and assign tutors to students. Skilled at conducting both tutor training and advisor training for part-time and full-time employees. Developed tutor handbook and redesigned miscellaneous tutor forms. Advise general student population on CCCCD degree and transfer requirements. Utilize Spanish speaking skills with international students. From 1996 to 2000 advised the student-athlete population and coordinated group advising. Also, from 1998 to 1999 worked 50% time as Staff Development Coordinator. Coordinated, planned, organized and developed programs for faculty and staff. Moderated panel discussions on customer service and security and violence issues.

Degree Program Advisor

University of North Texas, Denton, Texas

College of Arts and Sciences,

College of Business Administration and Department of Accounting

1988-1993

Advised undergraduate majors. Prepared and updated degree plans, processed graduation applications and represented the University at various functions. Kept accurate and complete records for AACSB accreditation.

Sales Manager

Harvey Hotel, Plano, Texas

1985-1988

Full responsibility for Reservations Club consisting of more than 800 members. Duties included outside sales calls and coordinating group functions and client tours. Occasionally functioned as Manager on Duty. Frequently utilized Spanish with employees and international guests.

Graduate Counselor

University of North Texas, Denton, Texas

College of Business Administration

1983-1985

Advised MBA and Ph.D. students on both admission and degree requirements. Processed graduate school applications. Represented the University at various functions. Kept accurate and complete records for AACSB accreditation.

Education

Master of Arts, Amberton University - expected November 2003

Major: Professional Development

Bachelor of Arts, University of North Texas - 1983

Major: Spanish, Minor: Business Administration

Organizations/Task Forces

Member and former Chair of All College Council

Financial Aid Appeals Task Force

Texas Tutors' Association (member and former Secretary)

National Tutoring Association

Former member of the National Association of Academic Advisors for Athletics (N4A)

Former member of the Staff Development Task Force

Former member and Co-Chair of the Celebration of Cultures Task Force

Former member of NACADA