

# *Regina Garner, M.Ed., L.P.C.*

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## Executive Profile

Professional with twenty-five years of expertise in counseling, social and human services, education, program and project management, staff development, in-services training, administration, and community outreach. Six years teaching in a higher education environment. Eight years working within the mental health field as a case manager. Worked ten years with at-risk youth as Counseling Manager. As a Counselor I had an 85% success rate for retention and completion of program. During my tenure as Counseling Manager I proactively developed and enhanced the Counseling Department to improve overall statistical measures and improved retention and success rate of students. Currently working in higher education for the past seven years with progressive administrative advancement to include recent promotion to Associate Dean with oversight of Student Support Services.

## Career Achievements

- Associate Dean of Student Support Services
- Wrote Title IX handbook for Mountain View College
- Developed Business/Industry Committee
- Improved technology on campus for Disability Services
- Served on SACs Committee
- Serve: CERT Committee, Community Development Committee, Furniture Task Force, Honors Task Force
- Adjunct professor for EDUC 1300 and HDEV 0092
- Director: Merge of Career and Disability Services (2011)
- Implemented online career assessments for Mountain View College
- Increased community outreach regarding Career Services at Mountain View College
- Improved overall student engagement in the Career Services Department
- Served as Program Chairperson for the state career services organization, TxCaps
- Owned and operated "New Beginnings Counseling Services"
- As manager I re-organized the Counseling Department, hired staff, and showed a 15% overall improvement in retention of students.
- Chaired committee responsible for selecting, purchasing, and coordinating implementation of student uniforms for 650 students
- Received Center Director's Award for Excellence in 2002
- Provided professional development and training for educators, supervisors and coordinators for all departments
- Spearheaded the partnership between North Texas Job Corps and O'Reilly Automotive Warehouse for Work Base Learning and Placement in 2001
- Monitored employee performance, making recommendations for skill development, additional responsibility, promotion, or dismissal during the past two years
- Promoted to temporary Career Preparation Manager for two months as the center was changing contracts and the previous manager was let go.
- Hired by the incoming company as Counseling Manager
- Served on the Assessment Team for the current corporation
- Served as 1:4 Core Team Members for the Career Success Standards implemented in 2006

## Qualifications

- Proficiency in various software: Colleague, Estudios, Microsoft Office Suite, Who's Next
- Licensed Professional Counselor
- Adjunct Instructor
- Facilitated groups to include: Teen Issues, Assertiveness Training, Grief Processing, Transitional Life Issues (Life after 60)
- Trained in Brief Therapy
- Developed trust, rapport, and strong working relations with volunteers and staff.
- Innovative
- Exceptional public relations capability.
- Ability to communicate and build relationships with community resources.
- Organizational skills needed in a multitasked environment
- Listening skills needed to provide conflict resolution
- Financial/Budgeting skills
- Project management skills to develop, implement, evaluate, and track outcomes
- Knowledge of DSM IV, psychiatric diagnosis, GAF

## Professional Background

Mountain View College: Dallas, Texas 2009-Present

### **Adjunct Instructor**

- Student focused/Student engaged instruction
- Knowledge and use of foliotek
- Curriculum aimed at QEP as well as retention of student

Mountain View College: Dallas, Texas, 2008-Present

### **Associate Dean of Student Support Service (October 2013)**

- Oversight of Career Services
- Oversight of Disability Services
- Oversight of Health Center
- Disciplinary
- Title IX Coordinator
- Work closely with admissions/international/testing/general advising/first year experience/probation/community relations
- Perkins Grant Supervision
- JLD Budget
- Fund 11,13,18,12, and 24 oversight with a budget of \$400,000.00

### **Director of Career Services**

### **Director of Disability Services (July 2011)**

- Plan, coordinate, and direct career counseling programs and services
- Staff training

- Budget oversight
- Coordinate services with other Student Success Personnel
- Initiated online career assessments in the Career Services Department
- Committee member for 2009 MVC Student of the Year Selection
- Elected TxCaps Program Chairman

Mountain View College, Dallas, Texas

2009-Present

**Interim Professional Counselor**

- Provided emergency assessments
- Brief Counseling for Students
- Referrals to Community Resources

New Beginnings Counseling Services: McKinney, Texas

2006-2009

**Owner and Operator**

- Provided Individual Counseling
- Facilitated Group Counseling
- Marriage and Family Sessions

North Texas Job Corps: Insights Corporation, McKinney, Texas

2005 to 2008

**Counseling Manager**

- Skilled in handling the public with professionalism and sensitivity.
- Served as a mediator and negotiator providing dispute resolution.
- Specialized in drug/alcohol education, anger management, drop out prevention, future planning, and effective communication techniques.
- Interviewed and evaluated personnel.
- Planned and organized numerous programs.
- Modified time lines and work schedules according to company needs.
- Made presentations to management.
- Proven leadership in counseling techniques.
- Interviewed and evaluated job applicants.
- Increased the effectiveness and professionalism in each position held.
- Increased staff productivity and technical ability through effective training.
- Conducted weekly staff meetings.
- Hired, trained, and supervised a staff of ten professional counselors.
- Consistently able to obtain high productivity from employees.
- Responsible for assessing staff adherence to policy standards.
- Re-organized the department to better meet the needs of the students and center.
- Conflict Resolution Skills
- Professional Presentations

North Texas Job Corps: Vinnell Corporation, McKinney, Texas

2001 to 2005

**Career Counselor/Case Manager**

- Effectively assisted and developed adolescents toward their career goals.
- Implement program strategies that support academic and vocational objectives

- Maintained caseload of 65+ students
- Developed and facilitated multiple small group programs
- Acting program manager in Counseling Manager's absence
- Awarded first "Whatever it Takes" Center Director award for Excellence
- Organizational and Documentation skills
- Conflict Resolution Skills
- Training Skills
- Presentation Skills
- Group Facilitation

North Texas Job Corps: Vinnell Corporation, McKinney, Texas

2000 to 2001

### **Placement Coordinator**

- Worked with community agencies and employment opportunities to place students as they were leaving the program.
- Worked with students during the last phase of their stay as they completed resumes, interviews, and worked toward independent living post center residency.
- Developed placement program with new and innovative ideas (i.e.: military recruitment; classes for budgeting; students going to apartments to view different financial choices, etc.
- Developed and maintained positive relationships with senior staff members as well as instructors for the overall success of the students and center
- Provided statistical account of student placement
- Organized partnership with O'Reilly Automotive Warehouse for Work Base Learning and Placement

Central Texas Mental Health Mental Retardation, Coleman, Texas

1990 to 1998

### **Out County Supervisor/Case Manager**

- Provided 24 hour crisis intervention including suicide assessments
- Provided skills training for clients including but not limited to employment, accessing resources, learning new coping skills
- Facilitated interdisciplinary team staffing
- Completed assessments and treatment plans in a timely manner
- Monitored symptoms of clients and reported psychiatrist
- Coordinated court and medical process for OPC for inpatient hospitalizations

## Education

### **M. Ed., Master of Education**

*Student Services/Counseling*

University of North Texas, Denton, Texas

### **Bachelor of Science**

*Psychology*

Howard Payne University, Brownwood, Texas

## Affiliations

- American Association of Community Colleges
- NBCC
- TxCaps
- Chi Sigma Iota: National Counseling Association
- Texas Counseling Association
- American Counseling Association

## Licenses/certifications

- Certificate of Completion in Groupwise
- Certificate of Completion in Colleague
- Completion of FEMA (Emergency Management Institute)
- Certificate of Completion in Publisher
- Licensed Professional Counselor, Texas State Board of Professional Counselors
- National Certified Counselor, National Board of Certified Counselors
- Board Certified, American Board of Psychotherapist