

HIGHER EDUCATION & HUMAN RESOURCES LEADER

OVERVIEW:

Progressive thinking leader often recognized for the ability to motivate, as well as influence and partner with clients, employees, and colleagues. Doctoral student possessing twenty years' experience with recruitment, general human resources, career and academic counseling, project management, program leadership, relationship building, teaching, and public speaking. Conversational Spanish language skills. Trained mediator. Experience handling confidential information and situations. Excellent written and verbal communication skills. Exercises diplomacy and tact with a reputation of excellence in relationships. Known for keen listening, negotiation, and assessment skills. Possesses the ability to establish and maintain credibility and trust with diverse groups at all levels. Passionate about community service and education. Graduate of Leadership Frisco – Class 19 (2016).

- Talent Acquisition
- Teaching/Instructing
- LMS: Blackboard
- LMS: Canvas
- Leadership & Project Management
- College & Career Counseling

ACADEMIC QUALIFICATIONS, CERTIFICATIONS, TRAINING:

- Bachelor's Degree in Education, Baylor University
- Master's Degree in Women's Studies, Minor in Diversity (Sociology – 18 hours), Texas Woman's University
- Doctoral Degree in Higher Education (ABD – Doctoral Candidate) – Concentration in Counseling (18 hours), (Anticipated date of graduation 2018), Texas A&M University – Commerce
- University of California Los Angeles (UCLA) – College Counseling Certificate, May 2018
- Doctoral Internships: University of North Texas – Talent Acquisition & Collin College – Dual Credit & SACS Accreditation
- Strong Interest Inventory – Certified Practitioner
- University of Miami – Trained Professional Coach

PROFESSIONAL EXPERIENCE:

DCCCD: Brookhaven College, Dallas, TX, 2010-Present

Adjunct Faculty, Social Sciences

Founded in 1978, Brookhaven College is one of the seven colleges of the Dallas County Community College District, the largest undergraduate institution in the State of Texas and a Hispanic Serving Institution (HSI).

- Responsible for instructing freshman and sophomore level college courses in the social science discipline to include: Introduction to Sociology (SOC 1301), Social Problems (SOC 1306), Minority Studies (SOC 2319), Sociology of Marriage & Family (SOC 2301), Human Sexuality (SOC 2306), Student Success (HDEV 0092), and Learning Frameworks (EDUC 1300)
- Counsel students in career exploration and selection of major thru Student Success
- Instruct courses in classroom, hybrid and online formats
- Mentoring and academic advisement for first generation college students
- Build relationships with four-year colleges for the purpose of assisting students with transfer opportunities

Orion's Mind, Dallas, TX, 2009-2010 School Year

Dallas ISD Program Manager

Orion's Mind is an educational solutions provider that designs and executes hands-on curriculum which increases neural connections, facilitates learning, builds knowledge, and enhances mental dexterity. The proprietary Orion's Mind program is hands-on, interactive, and a ton of fun! Students run, jump, sing, act, laugh, solve mysteries, and play games, all while developing math and reading skills.

- Manage a staff of up to 7 employees providing tutoring services for 2 Dallas ISD middle schools (Seagoville & Hill)
- Responsible for recruiting team members and motivating employees
- Responsible for reporting, analyzing data, managing a program budget, hiring, and program management
- Responsible for communicating progress and schedules with parents
- Tutor students in small group settings in reading and math

Dallas Concilio of Hispanic Service Organizations, Dallas, TX – Graduate Internship

The Concilio is a nonprofit, 501(c)(3) organization that has served the Greater Dallas area since 1981. The Concilio's mission is to advocate and enhance the quality of life for Hispanics through community partnerships.

- Assisted this non-profit organization with recruitment of a volunteer pool for various activities
- Participated in fundraising and grant writing activities
- Traveled to various community organizations and companies to speak about the Concilio, its affiliate partners, financial needs, and volunteer opportunities
- Developed and taught a volunteer orientation program, created flyers and handouts
- Completed “Non-Profit Board Training for Hispanics” (Placed at Youth Village Resources of Dallas)
- Participated in and help lead various educational programs with Dallas ISD
- Worked as an educational and professional mentor to high school students through the Dallas Concilio

Career Resource Services, Dallas, TX, 1997-Present

Business Owner / Human Capital Consultant / College & Career Strategist

Career Resource Services (CRS) is a small business focusing on college and career planning, as well as talent acquisition services.

- Responsible for the introductory human resources process including research, recruitment, and employee relations in both virtual office and on-site arrangements for local, national, and global client openings
- Plan and facilitate management meetings, training, and new hire orientation classes for client companies
- Provide resume writing and LinkedIn profile services
- Conduct career seminars/training on job search techniques and resume writing at universities and colleges
- Represent clients at job fairs and trade shows
- Managerial and leadership duties such as developing teams, managing budgets, coaching, counseling and providing feedback and performance reviews on employees
- Manage and develop diversity, college recruitment, and succession plans for client companies
- Develop and grow relationships with major universities in order to manage college recruitment program needs for client companies (to include undergraduate and graduate level candidates). A sample of colleges recruited from include: Baylor, SMU, TCU, Texas A&M, LSU, Brigham Young, Texas A&M Kingsville, Texas Tech, University of Texas, Virginia Tech, Georgia Tech, Purdue, University of Houston, Rice, and UT Dallas.
- Work with client companies to determine best practices for attracting & retaining employees
- Develop strategy and sourcing programs based on current and projected hiring requirements and deliver through strategies such as social networking, job fairs, advertising, relationship building, internet sourcing, on-campus recruiting, referral programs, cold calling, and general marketing
- Recruitment of employees, consultants and temporaries (exempt and non-exempt) at all levels including: interns, entry level professionals, experienced professionals, management, and executives (C-level)
- Serve as a career coach and independent academic advisor to students in junior college preparing to transfer to four-year universities or non-traditional students seeking to go back to school for degree completion

AFFILIATIONS:

- Moderator/Hispanic Hero Role Model – Hispanic Youth Institute, *Southern Methodist University*
- Frisco Chamber of Commerce (Member) & Leadership Frisco – Class 19 Graduate
- National Society of Leadership and Success – Sigma Alpha Pi, *Texas Woman's University & Texas A&M University-Commerce* (Membership is exclusively by invitation or nomination)
- Phi Kappa Phi Honor Society Member, *Texas Woman's University*
- Career and Academic Mentor - Guest Speaker – *University of Texas at Dallas and Baylor University*
- Baylor University Delegates – A program designed to send academic and professional volunteer mentors to speak at high school and junior colleges in attempt to recruit highly ranked students to Baylor University
- Baylor Council of Career Advisors
- Former Board Member & Marketing Chair, Youth Village Resources of Dallas
- Former Board Member, Anita N. Martinez Ballet Folklorico
- Mentor - ScholarShot

ADDITIONAL INFORMATION:

- Experienced and comfortable in multicultural settings; have traveled extensively and lived as an exchange student in Linkoping, Sweden during high school
- Selected to star in a filmed interview for distribution and nationwide television commercial by ITT Technical School in attempt to draw more female and minority students to enroll in their programs
- PC Skills including MS Office (Word, Excel, PowerPoint, & Outlook), Blackboard, Canvas, HRIS - SAP, Big Biller, iCIMS, PeopleSoft, Taleo, Visio, Internet, and various mapping and mass marketing software