

January 8, 2016

**Cynthia W. Rhodes**  
**Texas A&M University-Commerce**  
**P. O. Box 3011**  
**Commerce, Texas 75429-3011**  
[Cynthia\\_Rhodes@tamu-commerce.edu](mailto:Cynthia_Rhodes@tamu-commerce.edu)

### **Education**

2011 Master of Business Administration  
Texas A&M University-Commerce Commerce, Texas

1998 Fair Hearing and Due Process Program  
University of Nevada - Judicial College Reno, Nevada

1983 Bachelor of Science  
Texas A&M University-Commerce Commerce, Texas

### **Professional Experience**

2011- Present Texas A&M University- Commerce, Commerce, Texas

#### ***Adjunct Faculty***

- Experience as an adjunct instructor teaching online classes for the College of Business in the Department of Marketing and Management and the Department of Applied Science.

2013 – Present Texas A&M University-Commerce Commerce, Texas

#### ***Executive Administrative Assistant to the Provost***

- Responsible for the general operations of the Office of the Provost and Vice President for Academic Affairs.
- Provides professional-level support and office management for the Office of the Provost and Vice President of Academic Affairs.
- Provides training regarding procedures and processed to faculty and staff.
- Serves as a liaison to deans, department heads, administrators, faculty, students and external stakeholders.

2010 - 2013 Texas A&M University-Commerce Commerce, Texas

#### ***Budget Director***

- Manages the daily budget operations for Academic Affairs, which includes frequent reconciliation of financial accounts.
- Provides administrative and managerial support for all budgeting and personnel support for the Provost and Associate Vice President.
- Assists in the preparation of the Legislative “Appropriation Requests (LAR).

- Coordinates year-end budget roll-over requests and prepares consolidated report for the Provost approval for submission to the President.
- Monitors and analyzes departmental budget and work with accounts managers to address routine budget issues.

2005-2009                      Texas A&M University - Commerce

***Administrative Assistant to the Provost***

- Responsible for general operations of the Provost Office. Managed internal office activity and productivity as well as projects and deadlines.
- Summarizes data and prepares reports for the Provost/President review and approval.
- Provides training regarding rules, policies, and procedures to faculty, staff and administrative support personnel.
- Serves as liaison with local and area community groups, representing the Provost Office.

1995-2005                      Texas Department of Human Services                      Austin, Texas

***Hearing Appeals Officer***

- Presided over administrative hearings on contested matters, interpreted and applied a diverse array of state and federal laws and regulations, rendered decisions in an impartial manner based upon reliable evidence and prepared clear and accurate legal decisions.
- Provide for the uniform application of public assistance laws and policies while serving in a high-level quasi-judicial position authorized under the Certified Federal Register.

1992-1995                      Texas Department of Human Services                      Tyler, Texas

***Civil Rights Compliance Specialist***

- Advised and assisted department personnel in administering Equal Employment Opportunity (EEO), Civil Rights, Title VI and Section 504 programs. Developed and managed affirmative action plans. Conducted internal complaint investigations and recommended appropriate corrective action. Conducted compliance reviews as required by federal regulatory agencies.
- Completed special studies to identify problem areas and developed management recommendations.
- Conducted internal complaint investigations as requested by the Regional Attorney and recommended appropriate corrective action/resolution plan. Conducted compliance reviews as required by federal regulatory agencies.

1988-1992                      Texas Department of Human Services                      Austin, Texas

***Procurement Officer/Contract Manager II***

- Responsible for procuring, developing, managing and evaluating contracts. Developed and issued Request for Proposals (RFP) to potential bidders. Conducted procurement conferences. Negotiated contract renewals, amendments and plan changes; recommended contract cancellation when unwarranted deviations occurred.
- Negotiated contract renewals, amendments, and plan changes; recommended cancellation of contracts when unwarranted deviations occurred.
- Procurement and contract functions were performed to ensure contractor participation consistent with program, legal and fiscal requirements.

- Presentations and training were given to contractors and potential bidders at statewide procurement conferences.

1983-1988

Texas Department of Human Services

Paris, Texas

*Case Analyst*

- Responsible for service control validation. Compiled and analyzed case reading findings for compliance with service control and program requirements. Recommended and monitored corrective action. Provided interpretation of state and regional program policy and procedures.
- Developed and delivered training to regional management and direct deliver staff through regional staff meetings and statewide training sessions.
- Served as lead case manager and provided interpretation for program policy and procedures. Advised, trained and mentored newly hired staff.
- Presentations were given to civic groups to inform the community of available programs and resources. Established and maintained good rapport with medical providers and community resource groups.