

Experience

Texas A&M University-Commerce – Commerce, TX

Graduate Enrollment Specialist

June 2018 – Present

Graduate Enrollment Specialist at Texas A&M University-Commerce. Responsible for engaging in outreach efforts in order to facilitate the enrollment of qualified graduate students for the university. Responsible for assisting incoming graduate students in securing academic advising, financial aid, housing, and class scheduling.

Paris Junior College – Paris, TX

Academic Coordinator – Upward Bound and Educational Talent Search

November 2015 – May 2018

Academic Coordinator for Upward Bound and Educational Talent Search Programs at Paris Junior College. Coordinate academic year for approximately 150 high school students in counties throughout Northeast Texas. Responsible for coordination and implementation of 6-week on campus summer program for students.

Mt. Vernon ISD – Mt. Vernon, TX

Mt. Pleasant ISD – Mt. Pleasant, TX

Substitute Teacher

May 2014 – November 2015

Substitute Teacher for all grades.

Texas A&M University – College Station, TX

Teaching Assistant – Department of Sociology

August 2012 – December 2012

Assisted Dr. Wendy Moore in lectures, creating exams, grading exams, and reviewing final essay assignments for 90 junior and senior undergraduate students in SOCI 317: Racial & Ethnic Relations.

Texas A&M University – College Station, TX

Full-Time PhD Student

August 2011 – May 2013

Full-time student working toward a Doctor of Philosophy degree in Higher Education Administration with a minor field of study in Sociology.

Texas A&M University – College Station, TX

Academic Advisor II

June 2005 – August 2011

Academic Advisor for undergraduate students in the Biomedical Sciences Department in the College of Veterinary Medicine & Biomedical Sciences. Responsible for providing students coursework and scheduling

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assistance each semester, working with incoming freshmen at new student conferences, analyzing degree audits for graduating seniors, mentoring first-generation college students, and primary advisor for the Biomedical Sciences Association, the official departmental student organization.

Education

Texas A&M University - College Station, TX

Doctor of Philosophy

Higher Education Administration and Sociology

Completed 63 hours

Texas A&M University-Commerce - Commerce, TX

Master of Science

Sociology

Expected Graduation Date: December 2020

Texas A&M University - College Station, TX

Master of Agriculture

Land Economics and Real Estate

Graduation Date: May 1996

Texas A&M University - College Station, TX

Bachelor of Science

Recreation Park and Tourism Sciences

Graduation Date: May 1994