

Christina A. Clark
School of Agriculture • Texas A&M University-Commerce
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EDUCATION

Texas A&M University-Commerce <i>MS, Agricultural Science</i>	Aug 2016
Texas A&M University-Commerce <i>BS, Agricultural Science</i>	Aug 2013
Columbia College, Missouri <i>Associates of General Studies</i>	May 2007

TEACHING EXPERIENCE

Adjunct Instructor <i>Texas A&M University-Commerce, School of Agriculture</i> Natural Resource Management – AMC 423	Fall 2016 - Present
Teaching Assistant <i>Texas A&M University-Commerce, School of Agriculture</i> Supervised Experience Programs – AGED 404	Spring 2016

UNIVERSITY SERVICE

Student Advisor <i>Texas A&M University-Commerce, School of Agriculture</i> Latino Agriculture Student Speakers Outreach (LASSO)	2015
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PROFESSIONAL and ADMINISTRATIVE EXPERIENCE

HR Generalist I <i>Texas A&M University-Commerce</i> <i>Human Resources & Management Department</i>	Oct 2017 – Present
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Provide front desk support to all A&M-Commerce students and employees, new hires (new hire application process) and retirees; coordinate projects and documentation to support departmental efficiency; ad review and create departmental correspondence.

Administrative Associate III

Jan 2017 – Oct 2017

*Texas A&M University-Commerce
Biological & Environmental Science Department*

Responsible for providing efficient departmental administrative and clerical support for day to day activity and productivity of the department; provide efficient and friendly customer service; compose and review correspondence, reports, spreadsheets, and presentations; and maintain a variety of fiscal, administrative, and academic records.

Graduate Assistant

Jan 2016 – May 2016

Texas A&M University-Commerce

Assistant to Dr. Robert Williams. Collected data for grant projects and project proposals, assisted with organizing annual career development event: Agriculture Networking Night, worked with student organizations as an assistant mentor, and served as the instructor for AGED 404 – Supervised Experience Programs.

Graduate Recruiter

Jan 2014 – Sep 2014

Texas A&M University-Commerce

Designated as the graduate level recruiter for 8 departments within the College of Science and Engineering and assisted in creating departmental graduate level marketing material. Assisted with the application process and course enrollment and served as a liaison between prospective graduate students and multiple university departments.

Intern

July 2013- Aug 2013

Texas A&M University-Commerce

Assisted with Breaking Barriers Grant Project, undergraduate recruiting, and provided administrative assistance for student organizations.

Legal Administrator with U.S. Navy Reserves

Apr 2008 – Dec 2013

Region Legal Service Office Europe, Africa, and Southwest Asia

Assisted the US Navy in providing legal service to military units and personnel

Receptionist

Jul 2008 – Jun 2009

Valley Animal Hospital, Pharr, TX

Provided customer service to clients and assisted with administrative duties within the hospital

Aviation Maintenance Administrator (AZ1)

Jan 2004 – Jan 2008

United States Navy

Maintained personnel training records, support equipment records, and F-18 Fighter Jet and pilot logs