

Ashley M. Ortiz

www.linkedin.com/in/ortizashley

EDUCATION:

Doctor of Education in Higher Education Leadership – Expected: May 2019

Texas A&M University-Commerce, Commerce, TX

Master of Arts in Counseling Psychology – May 2013

The University of Texas at Tyler, Tyler, TX

Bachelor of Arts in Communication Arts – May 2010

Franciscan University of Steubenville, Steubenville, OH

LICENSURE/CERTIFICATIONS:

- Licensed Professional Counselor- Intern, License Number: 73869, Supervisor: Tina Boitnott, MS, LPC-S
- Career Counselor, National Career Development Association

PRACTICA:

Assistant Director, 4/2014- Present

Career Development, Texas A&M University- Commerce, Commerce, TX

- Counsel and advise multicultural students on the career and job process (resumes, cover letters, interviewing, job search, and networking)
- Supervise and evaluate 12 student/graduate assistant employees and administrative secretary
- Coordinate marketing, assessment, website management, and programming
- Develop and coordinate career-related educational programming for workshops, classes, student organizations, etc.

Counseling Intern, 9/2013-12/2013

Career Development, Texas A&M University- Commerce, Commerce, TX

- Counseled multicultural college students on career and job process (resumes, cover letters, interviewing, job search, and networking)
- Assisted with career events, which include the career fair, major/internship fair, and Asian Etiquette Dinner
- Prepared and conducted class presentations

Counseling Intern, 9/2012- 3/2013

Career Services, The University of Texas at Tyler Counseling Center, and Pathstones Counseling Center, Tyler/ Longview, TX

- Provided individual counseling, career counseling, and community counseling to various populations
- Counseled and educated students placed on academic probation with various issues involving substance and alcohol abuse in collaboration with Judicial Affairs

Career Advisor/ Events Planner, 1/2011-7/2011

Career Services, The University of Texas at Tyler, Tyler, TX

- Counseled and advised on the career and job process (resumes, cover letters, interviewing, job search, and networking)
- Collaborated with employers, faculty, and staff, to strengthen and increase connections with Career Services
- Assisted with career events and programming of events

TEACHING:

Adjunct Professor, 8/2015-Present

Bachelor of Applied Arts & Sciences (BAAS)- Organizational Leadership, Commerce, TX

- Teach Introduction to Psychology and Developing a Professional Identity courses to traditional and nontraditional students
- Facilitate and evaluate course pretests and posttest to encourage and empower students

Adjunct Professor, 7/2013-12/2013

School of Learning Enrichment and Academic Development, Richland Community College, Dallas, TX

- Taught and advised 50+ multicultural college and high school students of various ages in general psychology
- Planned, facilitated, and evaluated course content and course discussion
- Trained and collaborated in over 27 hours of professional development

PRESENTATIONS:

- **Career Center Assessment**, Metroplex Area Consortium of Career Centers (MAC3), 2015
- **Branding You...Resume and Cover Letter Construction, Creating a LinkedIn Page, and Enhancing Your Networking Skills**, Bill Martin Memorial Symposium, 2015

RESEARCH:

Graduate Assistant/ Research Assistant, 1/2011-5/2013

Assessment and Institutional Effectiveness, The Psychology Department, The University of Texas at Tyler, Tyler, TX

- Improved goals and objectives plan and proctored standardized assessments
- Created and revised surveys and reports for campus use
- Researched and analyzed degree plans, assessments, careers topics, among other small research projects
- Drafted, managed, and promoted all print and online marketing communications

PROFESSIONAL AFFILIATIONS:

- National Society of Leadership & Success (NSLS) (2015 Conference Attendance)
- Murphy Day Conference: Relationship Stressors and Solutions (2015 Conference Attendance)
- Metroplex Area Career Center Consortium (MAC3) (2014-2015 Conference Attendance)
- Southern Association of Colleges and Employers (SoACE) (2014 Conference Attendance)
- National Career Development Association (NCDA) (2011 Conference Attendance)
- National Association of Colleges and Employers (NACE)

ACTIVITIES:

- **Online Chapter Advisor**, National Society of Leadership and Success, 5/2015-Present
- **Mentor**, Women in Leadership Learning Community, 8/2014-Present
- **Award**, National Engaged Leader Award (NSLS), 2014

TRAVEL:

- Canada, Poland, France, Germany, Austria, Croatia, Bosnia, Greece, Italy, Czech Republic, Slovakia, Jamaica, Mexico, Costa Rica, Cayman Islands, Bahamas, Portugal, and Spain