

Karen Purvis

Texas A&M University-Commerce

2200 Campbell St., Commerce, TX 75428

(903) 886-5358

Education and Professional Development

Texas A&M University-Commerce	Commerce, TX
Master of Science, Agriculture Science & Technology	05/19
Bachelor of Science, Agricultural Science & Technology	
Concentration in 6-12 Production Ag.	05/17
Texas Teaching Certification-Agriculture, Food and Natural Resources	05/17
Texas Teaching Certification-Family & Consumer Science Composite (200)	07/17
Collegiate Volunteer-National FFA Convention	2017
Texas Class B Driver's License-School Bus Driver Certification	2019

Professional Experience

Campbell High School
Campbell, TX
Teacher, Family & Consumer Science 07/17-present
FCCLA Advisor
Senior Class Sponsor
Prepare lesson plans, objectives and materials using curriculum and TEKS.
Guide students in project based learning
Maintain classroom and district policies
Maintain and enforce safe classroom and lab environments
Subjects taught: Principles of Human Services, Introduction to Culinary Arts, Culinary Arts I, Dollars & Sense, Principles of Hospitality & Tourism, Human Development, Family & Community Services Interior Design, and Floral Design

Greenville High School
Greenville, TX 02/17-05/17
Student Teacher
Prepare lesson plans, objectives and materials using curriculum and TEKS.
Assist students in analyzing lesson materials and projects.
Assess student comprehension of curriculum objectives.
Maintain classroom and district policies.
Maintain safe classroom, lab and workshop environments.
Assist mentor teacher in organizing and facilitating classroom and FFA chapter projects.

ISS Facility Services, Inc.
San Antonio, TX 02/13-08/15
Payroll Analyst
Research and maintain system tax integrity using output reports.
Process and reconcile payroll, quarterly, and annual tax files to ADP.
Process multi-state, multi-local payrolls for over 17,000 employees.
Assist Payroll Manager and Corporate Payroll team with any payroll or tax processes or issues.

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Paychex, Inc.

San Antonio, TX

12/06-05/12

Client Services Supervisor

Recruit, interview and hire new employees.

Train direct reports in proper operational procedures, functions, and explain company policies.

Participate in continuing education to stay abreast of industry trends and developments.

Assign work schedules to ensure quality and timely delivery of service.

Paychex, Inc.

Oklahoma City, OK

09/05-12/06

San Bernardino, CA

03/98-10/03

Senior Payroll Specialist

Process and issue employee paychecks and Statement of Earnings and Deductions.

Provide information to clients on payroll matters, tax issues, benefit plans and garnishments.

Keep informed and trained on changes in tax and deduction laws that apply to payroll.

Prepare client tax returns and amendments when necessary.

Biogenex, Inc.

San Ramon, CA

11/03-08/05

Payroll and Benefits Specialist

Prepare and execute open enrollment for benefits.

Process payroll for over 120 employees including foreign employees.

Assist in hiring and interview processes.

Assist Controller and CFO with general ledger preparation and entry.

Awards and Honors:

Dean's List

San Antonio College

Fall 2014

Dean's List

San Antonio College

Spring 2015

President's Honor Roll

Texas A&M University-Commerce

Fall 2015

President's Honor Roll

Texas A&M University-Commerce

Spring 2016

Dean's List

Texas A&M University-Commerce

Fall 2016

President's Honor Roll

Texas A&M University-Commerce

Spring 2017

Outstanding Member

Women's Agriculture Society

2015-2016

Bachelor of Science,

Summa Cum Laude

Texas A&M University-Commerce

2017