

Darnisha S. Reed, MS, MBA

OBJECTIVE:

Adjunct Professor: Teach online classes at Texas A&M University-Commerce for the College of Business and Technology

EDUCATION:

Masters of Business Administration (MBA) – August, 2001

Texas A&M University-Commerce * Commerce, Texas; GPA: 3.46

Masters of Science in Higher Education Administration (MS) – December, 1999

Texas A&M University-Commerce * Commerce, Texas; GPA: 3.46

Bachelor of Business Administration (BA) – May, 1995 Major: HRM

Texas A&M University-Commerce * Commerce, Texas; GPA: 2.77

Associates of Science Degree – May, 1993

Paris Junior College * Paris, Texas; GPA: 2.89

WORK EXPERIENCE:

April 2007 to Present: Director, Trio/Student Support Services Program, Texas A&M University-Commerce. Responsibilities are, but not limited to:

- Recruiting, instructing, advising, counseling, and registering participants of the SSS Program. Additional responsibilities included creating a uniform system of program policies and procedures, supervising graduate assistants, student workers, coordinating payroll activities, and the effective management of department projects, service areas, and staff.

Fall 2009 and Fall 2010: Instructor, Freshmen Success Seminar, Texas A&M University-Commerce. Responsibilities were, but not limited to:

- Providing instruction to freshmen students enrolled at Texas A&M University-Commerce in the areas of basic academic and study skill development, financial responsibility, Time Management, Organization, network cultivation, and cultural enrichment. Curriculum: “Becoming a Master Student” by: William Thompson..

August 2005 to April 2007: Instructor Counselor/Interim Director, Trio/Student Support Services Program, Texas A&M University-Commerce. Responsibilities are, but not limited to:

- Recruiting, advising, counseling, and registering participants of the SSS Program. Additional responsibilities included creating a uniform system of program policies and procedures, supervising graduate assistants, student workers, coordinating payroll activities, and the effective management of department projects, service areas, and staff.

July, 2000 to August 2005: Director, GEAR-UP, Texas A&M University-Commerce – Commerce, Texas. Responsibilities are, but not limited to:

- Directing program operations by recruiting and providing equal access to educational awareness opportunities in accordance with the Texas Education Agency GEAR-UP Grant to middle/high school participants, in an effort to academically and socially prepare participants for Advanced Placement Curriculums in high school as well as for successful college entry and graduation.
- Managing Federal Grant Budgets to meet program objectives.
- Initiating the development of effective marketing and advertising campaigns designed to promote, and provide awareness of the GEAR-UP Program to targeted markets.
- Continuously demonstrating evidence of inclusive leadership for program staff.
- Successfully developing and coordinating public relations initiatives to local, state, and federal educational awareness programs and projects.

May, 1995 to July, 2000: Admissions Counselor, Texas A&M University-Commerce, Commerce, Texas. Responsibilities were, but were not limited to:

- Admitting and counseling students from diverse backgrounds who have met the admissions requirements of A&M-Commerce and overseeing certain academic and personal dynamics of their educational aspirations.
- Maintaining certain dynamics of counseling such as dealing with human relations issues, creating meaningful interpersonal relationships, and assisting in the personal and professional growth of prospective and current students.
- Implementing FERPA and related laws and policies that affects enrolled student bodies as well as a strong working knowledge of an automated Student Information System and the ability to concentrate and perform accurately under pressure.

TRAINING AND EXPERIENCE:

- **Teaching** college students (freshmen)
- Interacting with students of diverse ethnic and socio-economic backgrounds
- Excellent **Problem Solver**
- Excellent written and verbal **communication skills**.
- Extensive experience in **developing Federal Quarterly and Annual Performance Reports**.
- Professional training in **Grant Writing and interpreting government laws and regulations** of the United States Department of Education.
- Exceptional experience in **cultivating lucrative relationships with corporate sectors**, in an effort to secure outside financial support for continued program operations.
- Proficient in Microsoft Office Software (**Word, Excel, PowerPoint, etc.**)