

## **Albert Alonzo**

P.O. Box 915

Uvalde, TX. 78802

Home Phone (830) 278-7022      Cell Phone (830) 261-9125

Work Phone (830) 591-2944

aralonzo@swtjc.edu

### **PROFESSIONAL SUMMARY**

Eleven and half years full-time and prior experience as a counselor in contact with disadvantaged, nontraditional students and ability to relate to such students with understanding.

### **QUALIFICATIONS**

- Experience as a counselor in working with disadvantaged, nontraditional students
- Evaluation and assessment of academic, social, career and personal needs of students.
- Provide academic, transfer, career, and financial aid counseling
- Develops and maintains documentation of student profiles
- Experience in presenting various workshops (academic, career, and financial literacy)
- Knowledgeable in computer software such as Windows, Microsoft office, Colleague Network System, and Estudios
- Knowledge in creating and maintaining budgets
- Experience in delivering classroom instruction

### **WORK HISTORY**

2014-2015

*Co-Coordinator, SWTJC Student Support Services*

Oversees along with project director daily operational duties as described by the Department of Education's Federal TRiO Programs. Assists students with academic advisement and assessing students for eligibility under TRiO program guidelines and regulations. Administer career interest inventories as well as provide financial aid assistance and/or advisement, develop and present workshops. Other duties include maintaining and developing department budget.

2003-2014

*Counselor, SWTJC Student Support Services*

Assists students with academic advisement and assessing students for eligibility under TRiO program guidelines and regulations. Administer career interest inventories as well as provide financial aid assistance and/or advisement, develop and present workshops. Other duties include maintaining and developing department budget.

## **WORK HISTORY CONTINUED**

- 2009-2011 *Adjunct Instructor, SWTJC*  
Instruction in College Success Skills and Developmental Reading
- 1998-2003 *Part-Time Academic Advisor/Budget Administrator, SWTJC Student Support Services*  
Assisted students with academic advisement and assessing students for eligibility under TRIO program guidelines and regulations.
- Administered career interest inventories as well as provide financial aid assistance and/or advisement, develop and present workshops. Other duties included maintaining the developing the department budget.
- 1996-1997 *Tutor, Sul Ross State University*  
Assisted students with Mathematical procedures, and working with students with TASP preparation materials. Tutored business courses such as accounting and economics.
- 1994-1996 *Tutor, Southwest Texas Junior College*  
Assisted students with mathematical procedures, subjects such as College Algebra and Trig.

## **EDUCATION**

- 1990-1993 A.A.S. in Business Data Processing, Southwest Texas Junior College
- 1994-1996 A.A., Southwest Texas Junior College
- 1994-1997 B.B.A., Sul Ross State University
- 1999-2002 M.Ed., Sul Ross State University