

Cruz O. Mata

Objective

To obtain a position as _____ that will enable me to use my strong skills and experience, educational background, and ability to work well with other people.

Experience

2008–Present Southwest Texas Junior College Crystal City, TX

Coordinator

- Responsible for the overall operation of the Crystal City Instructional Facility and Pearsall Educational Facility.
- Make initial recommendations regarding the budget needs of the center, with respect both operations of the facility, supplies, equipment and staff.
- Plan the program course offerings at the facility in cooperation with the Vice President of Instructional services and Dept. Heads and responsible for the center's student registration.
- Recruiting, advising, counseling, and placement of students.
- Make initial recommendations to hire part time employees and adjunct instructors.
- Adjunct faculty; teach Orientation and College Success Skills.
- Serve in the Financial Aid Appeal Committee

2004–2008 Southwest Texas Junior College Crystal City, TX

Office Manager

- Assisted students in completing the necessary financial and admissions applications required by post secondary institutions.
- Advisement and assessment services for students in order to evaluate student's educational and personal needs.
- Assisted in student registration and new student orientation
- Assisted in student recruitment.
- Assisted with the handling of additions, drops, and withdrawals of courses.

2000–2004 Southwest Texas Junior College Crystal City, TX

Office Clerk

- Operate all office equipment, used to perform duties of the position, including minor maintenance such as un-jamming, adding paper, ribbons, and report malfunctions to appropriate Departments.
- Communicates effectively, courteously and clearly in English with the public and other college employees by telephone, in person or in writing.
- Direct public to appropriate departments (i.e. Associate Dean, Counselor, Instructors).

- Prepare documents and correspondence using IBM compatible hardware and most up to date software system (check requisitions, purchase orders, memos, reports, letters, minutes and spreadsheets).
- Assist with registration, collect fees, includes irregular hours (Security-sensitive position).

Education

December of 2008 Sul Ross State University Alpine, TX
 ▪ Master of Education in Counseling

May of 2004 Sul Ross State University Alpine, TX
 ▪ Bachelor of Arts in Interdisciplinary Studies
 ▪ Specialization in history

August of 2000 Southwest Texas Junior College Uvalde, TX
 ▪ Associate in Arts

Interests

Economic Development 4B Board, Fishing, Hunting, Reading, Sports.

Note

I still do all the aforementioned duties plus more as a Coordinator. Will explain further if interviewed.