



CONNIE SILVA

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EXECUTIVE SUMMARY

COMMITMENT | LEADERSHIP | INTEGRITY

Exceptional leader with very effective written and oral communication skills, in addition to interpersonal and public relations skills. Ability to multi-task and work collaborately, but can also work creatively and efficiently without close supervision. Extensive knowledge and experience of financial aid procedures and colleague software. Under the supervision of two Directors I have obtained the ability to manage time and sharpen my organization skills. Ability to plan, coordinate and implement secondary and post secondary activities.

AREAS OF EXPERTISE

- Strategic / Tactical Planning
- Student Needs Assessment
- Novus
- Front Page
- Record Keeping
- Operations Management

PROFESSIONAL EXPERIENCE

SOUTHWEST TEXAS JUNIOR COLLEGE
OUTREACH DEPARTMENT

2011 - 2015

OUTREACH COODINATOR

Plan and organize department meetings and activities such as the Local Articulation WECM Curriculum Meetings and SWTJC Criminal Justice Competition. Maintain all necessary reports, absense teacher/ students timesheets, and expenses at the unit.. Manage Local Articulation student database and Website. Process all Prison reports and advise students at the facility. Evaluate all Local Articulation student files and create marketing material.

- Advise students, plan and coordinate classes, plan registration dates , TSI test dates, and welcome back gatherings.
- Serve as a liaison between high school administration, students, parents, and prison system representaives to help our department expand.
- Assist in the marketing and public relations efforts of all Local Aticulation Activities.
- Assist with quarterly reports, letters, and other documents as required by department.

SOUTHWEST TEXAS JUNIOR COLLEGE
TECH PREP/OUTREACH DEPARTMENT

2005 - 2011

TECH PREP/OUTREACH ADMINISTRATIVE ASSISTANT

Plan and organize all department meetings and activities such as the Uvalde Area Job Fair and the SWTJC Criminal Justice Competition. Maintain all necessary expense reports, timesheets, and time & effort. Manage Student Database and Tech Prep & Dual Credit Website. Process all supplemental and travel request for school districts. Create, organize, and update all Tech Prep student files and marketing material.

- Manage administrative, and financial functions for both the Tech Prep and Outreach Department.
- Serve as a liaison between high school administration, students, parents, and prison system representaives to help our department expand.
- Assist in the marketing and public relations efforts of all Tech Prep Activities.
- Assist with quarterly reports, letters, and other documents as required by department.

CONTINUED ...

SOUTHWEST TEXAS JUNIOR COLLEGE

2009 - 2011

PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT ADMINISTRATIVE ASSISTANT

Maintain PD budget and reported all expenses to the director. Responsible for the documents needed for SACS from all department and division chair meetings from convocation. Plan, implement and maintain data collection and analysis or research data for faculty development.

- Manage and maintain Professional Development Website.
- Plan and organize convocation week for faculty & staff every Spring and Fall Semester.
- Processed grant application, travel request, and tuition reimbursements.

DIMMIT COUNTY SHERIFF'S DEPARTMENT

2001 - 2003

CARRIZO SPRINGS, TX

ADMINISTRATIVE ASSISTANT/DISPATCHER SUPERVISOR

Responsible for the administration and efficient daily operation of a full courteous service to the community. Supervised and trained dispatchers and evaluated all activity logs. Assisted Sheriff with new policy making and administered office personnel.

- Developed database for Incident/offense/accident Reports and maintained information current.
- Maintained good communication through the radio with U.S. Customs, FBI and other law enforcement agencies.
- Attended Commissioner's Court when Sheriff not available and represented the department for decision making.

SOUTHWEST TEXAS JUNIOR COLLEGE

2000 - 2002

FINANCIAL AID DEPARTMENT

ASSISTANT - WORKSTUDY

Assisted students filling out FAFSA and loan applications, clarified the eligibility requirements. Provided students with necessary forms missing from files to complete the process of the Financial Aid Department such as verification worksheets, Asset information worksheet or appeal questionnaires. Able to clarify questions about deadlines and FAFSA application. Familiar with Colleague Financial Aid screens, able to check on students schedules and other information required by FA Director.

- Maintained Financial Aid student files; awarded, denied, on stand-by, and loan applicants.
- Inspected Workstudy timesheets before submitting to the Business Office.
- Conducted the process of award letters, such as printing, mailing, and following up with students.

EDUCATION

MASTER OF EDUCATION IN GENERAL EDUCATION

Sul Ross Rio Grande College - Uvalde, TX

BACHELOR OF ARTS SPANISH MAJOR

Sul Ross Rio Grande College - Uvalde, TX

AA. GENST

A.A.S. AIT

OST CERTIFICATE

Southwest Texas Junior College - Uvalde, TX

SKILLS

Microsoft Office 2013: Word, Excel, Outlook, PowerPoint, Access, Publisher

Microsoft Office: FrontPage

DATATEL

Bilingual (English, Spanish)

Strong written & oral communication skills

Superb interpersonal and public relations skills

Efficient & Accurate

PROFESSIONAL DEVELOPMENT

Correctional Education Association Region V - Conference

Texas Association of Collegiate Registrars Admissions Officers - Conference

Texas Association of Community College Marketers - Conference

National Career Pathways Network - Conference

Career & Technology Association of Texas - Conference

Exceptional Assistant - Fred Pryor Seminar - Training

How to Design Eye-Catching Brochures, Newsletters, Ads, Reports - Fred Pryor Seminar - Training

Excel Expert - Fred Pryor Seminar - Training