
ELSA DE HOYOS
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PROFILE

- Ability to communicate and adapt to diverse situations
- Eager and willing to contribute to diversifying students and institution
- Determine to perform a job to its highest standards
- Open and willing to learn new applications and technology
- Devoted and dedicated to employer
- Ability to learn efficiently and effectively
- Takes pride in the efforts and outcomes of scheduled tasks
- Communicates at all levels in a positive manner
- Team player

EXPERIENCE

- Jan. 2012
to Present **Carl Perkins Technical Vocational Counselor**
(Uvalde, TX)
- Advices and counsel students on a daily basis
 - Reviews and evaluate students' degree status through Colleague System for completion of degree and preparation for graduation.
 - Assists students with registration tasks.
 - Provide college transfer information to students.
 - Provide in-class presentation to technical vocational students for guidance throughout their educational goal.
 - Attends Advisory Curriculum Committee meetings.
- Jan. 2008
to Dec. 2011 **Director of Recruitment**
(Uvalde, TX)
- Recruited traditional and non-tradition prospective students for Southwest Texas Junior College.
 - Provided post-secondary academic and technical program information to prospective and current students.
 - Advised students daily towards their educational goals.
 - Coordinated in-campus College Days.
 - Updated and maintained recruitment materials.
 - Attended Technical Vocational Program Advisory Committee meetings.
 - Completed department annual reports (Department budget and UAP reports).
 - Reviewed student degree status through Colleague System.
 - Assisted students with a Career Search Assessment.
 - Assisted students with registration tasks.
 - Provided student assistance towards the admission process including campus tours.

Aug. 2002 **Administrative Information Technology (AIT) Instructor**
to Dec. 2007 (Uvalde, TX)

- Teach college classes for the AIT program.
- Coordinates Advisory Committee meetings
- Updates and maintains department budgets
- Attended in a variety of Professional Development Workshops
- Completed a variety of annual program reports
- Recruited students for AIT program
- Reviewed student degree status through Colleague System
- Advised students on a daily basis
- Assisted with registration tasks
- Processed student grades in Web Advisor
- Provided brief training to students on Portal (e.g., e-mail acct., announcements)

Aug. 1994 **Administrative Secretary**
to July 2002 (Uvalde, TX)

- Prepared a variety of correspondence and reports
- Maintained a filing and records management system
- Performed all other functions as assigned by the supervisor
- Communicated with students, college personnel, and the public efficiently on a daily basis

EDUCATION

June 2005 Sul Ross State University, Uvalde, TX 78801
to Dec. 2008 Master of Education in Counseling

June 2000 to Aug. 2002 Sul Ross State University, Uvalde, TX 78801
Bachelor of Arts in English with Minor in Business

May 2000 Southwest Texas Junior College, Uvalde, TX
Associate of Arts Degree

May 1998 Southwest Texas Junior College, Uvalde, TX
Associate in Applied Science Degree
(Office System Technology)

May 1983 Southwest Texas Junior College, Uvalde, TX
One-Year Secretarial Diploma

SOFT AND TECHNICAL SKILLS

- Colleague system
- Estudios
- Student planning system
- Interpersonal skills
- Good work ethics