

SONIA A. FLORES

OBJECTIVE To obtain a position that will enable me to use my strong organizational skills, educational background, leadership, and interpersonal skills

SKILLS & ABILITIES Excellent public relations skills. Proficient in computer software such as Word, Excel, PowerPoint, and media software. Able to type 65 WPM. Capacity to work with a multiplicity of professionals in the area of leadership

EXPERIENCE **ACADEMIC ADVISOR, SOUTHWEST TEXAS JUNIOR COLLEGE**

September 2013 to present

Primary duties include registering students for college, discussing and planning for transfer to university, career planning, graduate advising, academic planning, and personal counseling, along with additional duties that include teaching College Success Skills and Orientation courses

DISTANCE LEARNING SUPERVISOR, SOUTHWEST TEXAS JUNIOR COLLEGE

March 2007 to August 2013

Started as an Instructional Aide and was promoted to Site Supervisor. Responsible for maintaining and implementing office operations and procedures; Maintains office efficiency by planning and implementing office systems, layouts, and equipment; Maintains office staff by recruiting, selecting, orienting, and training employees; Acts as liaison between professor and students

ON-AIR PERSONALITY, KINL RADIO

June 2002 to January 2011

Responsible for maintaining and operating remote satellite radio equipment; interviewing guests and business owners; Created unique spots for radio advertisement; Production

EDUCATION **SUL ROSS STATE UNIVERSITY-RIO GRANDE COLLEGE – UVALDE, TEXAS**

MASTER OF EDUCATION COUNSELING

May 2013, 4.0 GPA, Inducted in Who's Who Among Students in American Universities & Colleges 2012

SRSU-RGC – UVALDE, TEXAS - BACHELOR OF ARTS PSYCHOLOGY WITH ENGLISH MINOR

May 2010, 3.67 GPA, Inducted in Alpha Chi National Honor Society Feb 2010

**SOUTHWEST TEXAS JUNIOR COLLEGE – EAGLE PASS, TEXAS - ASSOCIATE OF ARTS
GENERAL STUDIES**

May 2007, 3.456 GPA, Inducted in Phi Theta Kappa Oct 2007, Dean's Honor Roll Fall 2006

COMMUNICATION Co-presented at the Texas Counseling Association's 2012 Professional Growth and Development Conference
Texas Boom Towns of the 21st Century: Impact of the Eagle Ford Shale on Counseling and Mental Health
Gay & Lesbian Life in the Mexican American Culture of South Texas: Implications for Counseling

LEADERSHIP E.P.I.S.D. Safe and Drug Free Schools and Communities Program, 2004-2007
Graduate Counseling Club, 2010 to 2014

REFERENCES **DR. RONALD HIXSON**
LPC, LMFT, Professor SWTJC
(830) 325-1610
CARLOS DIAZ
Director of Distance Learning SWTJC
(830) 591-7289
DEANNA ALLEN
English Instructor SWTJC
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