

Dominique Vargas

SRSU Box C-55
Alpine, TX 79832

Phone: (432) 837-8476
dvargas@sulross.edu

Education:

University of Southern California, Los Angeles, CA
MA – Journalism – May 2007

Sul Ross State University, Alpine, TX
BA – Communications – May 2005

Work Experience:

Sul Ross State University (10/2010 – Present) – Retention Specialist, Student Support Services

Alpine, Texas

Duties: Provide academic, career, social/personal, financial, and graduate and professional school counseling to students in the Student Support Services Grant, which includes first generation, low income and students with disabilities. Teach academic and career orientated workshops; coordinate services with University counselors; facilitate faculty mentoring; coordinate SSS orientation for new and returning project participants; facilitate peer mentoring and support group; supervise mentors and tutors.

Sul Ross State University (9/2009 – Present) – Coordinator of Recruiting

Alpine, Texas

Duties: Responsible for the coordinator of activities in the Office of Recruiting; assisting with orientation and other Enrollment Management activities, coordinating campus tours, coordinating attendance at high school college fairs, coordinating regular recruiting communication, including acceptance letters, prospect contacts and web communications, generating recruiting reports, recruiting prospective students within a 200 mile radius of Sul Ross.

Media Rights Capital (03/2008 - 06/2009) – Finance and Operations Assistant

Los Angeles, California

Duties: Participated in the executive training program, extensively researching for presentations relative to the economic climate of the industry, presenting CEOs with recommendations to improve operation and management of corporate departments. Maintained budgets by reconciling purchases, tracking account balances, obtaining vendor bids and awarding contracts according to criteria established in conjunction with management. Served as liaison officer between vendors and management on current and prospective contracts.

Comcast Entertainment Group (E! Entertainment) (05/2007 - 02/2008) – Production Assistant

Los Angeles, California

Duties: Assisted in daily planning of a three hour live radio show, wrote and researched news updates daily, produced and edited individual segments and various pre-recorded audio weekly, coordinated schedules, updated databases, distributed media and award materials, and supervised interns.

Creative Services Advertising (01/2006 - 05/2007) – Production Coordinator and Associate Producer

Los Angeles, California

Duties: Created media plans for clients (e.g. cell phone companies, whole sale retailers), liaison between our company president and clients, managing their projects, created layouts for promotional plans, attended prospective client meetings, pitched ideas, and streamlined the vendor/client relationship. Maintained budgets, developed press packets and continually updated databases with vendor and client information. Associate Producer of the Best Deals television show.

Relevant Computer Experience:

PC and Mac proficient, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, QuickBooks, FileMaker Pro, Adobe Photoshop, Adobe Illustrator, AVID, Adobe Audition