

RACHEL CARVAJAL

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PROFESSIONAL SUMMARY

A dedicated **business and instructional technology professional** with extensive experience supporting faculty, managing complex administrative operations, and improving organizational efficiency across higher-education and nonprofit environments. Skilled in **LMS administration, faculty training, grant management, and organizational systems development**. Highly organized, adaptable, and committed to community engagement and digital teaching excellence.

CURRENT POSITION

Graduate Instructional Technology Specialist

College of Graduate Studies, Sul Ross State University January 2023 – Present

- Manage and operate the Faculty Training Center.
- Provide faculty training and support for classroom technology and digital tools.
- Serve as a Blackboard LMS administrator.
- Develop workshops, guides, and one-on-one instructional technology support.
- Assist faculty with course design and technology integration.

PROFESSIONAL EXPERIENCE

Programs and Events Coordinator

Chihuahuan Desert Research Institute September 2021 – August 2022

- Planned and facilitated STEM programs for Region 18 school districts.
- Assisted with major annual fundraising events.
- Coordinated volunteers for programs and projects.
- Supported Gift Shop operations and visitor information services.
- Assisted with facilities maintenance and administrative tasks.

Assistant Business Administrator

Family Crisis Center of the Big Bend January 2016 – August 2021

- Administered state and federal grants, including reporting and compliance.
- Served as HR administrator for payroll, benefits, and employee support.

- Managed IT troubleshooting and office equipment maintenance.
- Implemented and oversaw GSuite email management.
- Managed social media, website content, and outreach materials.
- Digitized organizational files and created a cloud-based system.
- Oversaw purchasing and procurement.
- Assisted in operations of Deja Vu Thrift Store, including customer service and staff supervision.

Articulation Pipeline Coordinator

Title V HIS STEM CSI / Adelante Texas Grants, Sul Ross State University March 2013 – January 2016

- Managed purchasing and budgets for federal grants.
- Collaborated with community colleges to develop degree pathways.
- Organized meetings, trainings, and professional development.
- Maintained filing systems and prepared travel documentation.

Secretary, Counseling Services

Sul Ross State University June 2009 – March 2013

- Managed counselor appointment calendars and client intake.
- Oversaw purchasing and budget administration.
- Coordinated travel arrangements and documentation.
- Created and maintained outreach media and events.

EDUCATION

Master of Business Administration (MBA) Sul Ross State University — December 2025

Bachelor of Business Administration (Cum Laude) Sul Ross State University — December 2019

High School Diploma, Graduate with Honors Alpine High School — May 2002

CERTIFICATIONS

- **Blackboard Anthology Certified Practitioner – Digital Teaching & Learning** (12/18/2023)
- **Blackboard Anthology Certified Specialist – Digital Teaching & Learning** (4/16/2024)
- **Blackboard Anthology Fundamentals of Digital Teaching & Learning** (10/16/2023)
- **SHSU Online – Using Generative AI in Teaching & Learning Certification** (7/12/2024)

- **SHSU Online Faculty Certification for Online Instruction (4/30/2025)**
- **Quality Matters APPQMR 6th Edition Certification (4/24/2023)**

SKILLS

- **Microsoft Office** (20+ years; advanced Excel)
- **Grant administration** (state & federal)
- **Blackboard LMS administration**
- **Instructional technology training**
- **Adobe Acrobat Pro**
- **IT troubleshooting** (computers, Wi-Fi, office equipment)
- **Social media and website management**
- **File digitization and cloud organization**
- **Excellent written and oral communication**
- **Customer service expertise**

SERVICE & LEADERSHIP

- **Alpine ISD District 4 Board Trustee (2018–2021)**
- **Alpine Humane Society Board Member (2019)**
- **AmeriCorps NCCC (2003): 2,000+ hours of service; Presidential Volunteer Service Award**
- **Leadership Big Bend participant (2019–2020)**

PROFESSIONAL INTERESTS

Instructional technology, faculty development, community engagement, nonprofit administration, educational access, organizational efficiency.