

# JANICE ESPINOZA-VALENZUELA

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## OBJECTIVE

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To provide the best possible service to all students.

## WORK EXPERIENCE

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August 31, 2021-Current Sul Ross State University Alpine, Texas

*Executive Assistant to the Provost*

Currently responsible for some of the duties described as the Executive Assistant to the VP of Enrollment Management. Responsible for organizing graduation ceremonies to include confirming event details with Physical Plant employees, creating graduation program, printing of diplomas, procuring the assistance from Student Ambassadors to assist at graduation, providing official graduation information to SRSU employees and mailing of student diplomas; Organize Honors convocation to include confirming event details with Physical Plant employees, printing of student honor awards, and creating Honors Convocation invitation and Honors Convocation program; process faculty contracts; process Summer Salary spreadsheets with the assistance of college Deans; Process Board Book items to include curriculum inventory and faculty personnel documents; process THECB items to include program and course inventory; assist several departments with purchase orders and travel requisitions to include Upward Bound, Records and Registration, McNair; assist other SRSU departments, as needed.

September 16, 2019- August 31, 2021 Sul Ross State University Alpine, Texas

*Executive Assistant to the Vice President of Enrollment Management*

Responsible for the duties described as the Administrative Assistant, plus responsible for maintaining several departmental budgets, such as Lobo Den, Admissions, New Student Programs, and Financial Aid to include the same departments at the RGC campuses; Assisted the Office of Information Technology with purchases and invoicing for the department. Facilitated the work study hiring process by processing student employment authorizations, entering student payroll in Banner and creating work study procedures for other employees to follow.

October 8, 2018-September 15, 2019 Sul Ross State University Alpine, Texas

*Administrative Assistant-Homeland Security, Criminal Justice and Law Enforcement Academy*

Responsible for transcribing varied material from dictation or draft; typing correspondence, statistical reports, manuscripts or proposals; compose routine correspondence and compile reports, maintain various records and filing systems; handle and maintain confidential information; serve as receptionist; route mail, make appointments, maintain varies schedules and travel arrangements; main department web page; assist with preparation of programs or publications; maintain inventory and order materials for department; provide professional interaction with law enforcement and state regulatory agencies.

July 10, 2017-October 4, 2018 Nurses Unlimited Alpine, Texas

*Client Service Manager/Field Supervisor*

Responsible for the recruiting, interviewing and training of home health care personnel/Care Partners. Delegate responsibilities to Care Partners to assure coordination of activities, as well as an understanding of company policies and procedures by all personnel in the Long-Term Care Division. Responsible for reporting and documenting all Care Partner incidents/injuries. Investigate and document all client complaints. Furnish all new clients with copies of Advance Directives and maintain client confidentiality. Responsible for processing weekly client count reports. Process re-caps for every client visit. Process Care Partner clock-in and clock-out entries in Vesta Computer System.

September 11, 2012-June 29, 2017 El Paso Independent School District El Paso, Texas

*Program Assistant, Academic Competitions*

Perform all the duties as listed under the Competitive Events Clerk title; serve as chaperone for students competing at Regional, State and National competitions; work closely with principals and teachers regarding State UIL guidelines; assist in communicating the District goals and objectives of the events to administrators, teachers, staff, students and parents; answer questions and address concerns regarding programmatic matters with teachers, students and parents; coordinate trainings for teachers and academic coaches; help promote and maintain positive morale among student competitors; attend seminars and workshops to keep abreast of the latest federal and state mandates; attend school board meetings, as needed; assist with budget records including travel activities, related expenses and payments for competitions and programs; work closely with Finance Department to ensure proper payment to vendors.

February 2011 Texas Academic Decathlon Houston, Texas

*State Scorer*

Assist with the scoring for Texas State Academic Decathlon Competition.

2005-September 10, 2012 El Paso Independent School District El Paso, Texas

*Competitive Events Clerk*

Assist with planning and organizing the District's academic competitions to include UIL, Academic Decathlon, Destination ImagiNation, High Q, Speech and other events; assist with planning and directing of personnel during academic competitions; assist in developing educational compliance policies and administrative procedures dealing with all competitions; assist with development of academic competition regional calendars; assist with compiling, filing and maintaining records, reports and other documents; assist with the bid processes; coordinate the procurement of judges for competitions with various community organizations; assists to identify technology needs for the journalism program; generate, receive and record orders for supplies, equipment or services; maintain budget; record, tabulate and post statistical or numerical data to records; manage travel arrangements for coordinator, teachers and students; maintain inventory of assigned equipment in speech and journalism classrooms; open and route incoming mail and answer routine correspondence.

2005 Blanco Customs Brokerage El Paso, Texas

*Warehouse Clerk/Receptionist*

Responsible for correspondence via e-mail with Foxconn Mexico Precision personnel in Chihuahua, Mexico; responsible for recording bar codes on invoices allowing the invoices to clear Mexican customs; keyed in invoices into Excel spreadsheets and e-mailed them to appropriate Foxconn Mexico Precision personnel; provided secretarial support.

2004-2005 First Rate Transport Oceanside, California

*Customer Service Representative/Dispatcher*

Dispatched trucking shipments to trucking companies; retrieved rate information for sales representatives; posted trucking shipment information on truckstop.com website; inputted data into computer; answered telephone; occasionally deposited daily receipts and mailed documents.

1996-2004 Big Bend Telephone Company, Inc. Alpine, Texas

*Auditor*

Reconciled several general ledger accounts; posted customer telephone payments to the general ledger; posted Carrier Access payments to carrier accounts; collected past due balances from long distance carrier accounts; proofed service orders for completeness; system administrator for a computer application called The Connexn; audited customer features in the billing system with the switching system; recorded customer

payments; keyed in customer service orders; dispatched troubles to servicemen; switchboard operator; occasionally deposited daily receipts and mailed documents.

## EDUCATION

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1996 Sul Ross State University Alpine, Texas  
*Bachelor of Business Administration-Office Occupations*  
Received a Certificate in Office Occupations in December 1993. Was a member of Delta Mu Delta Honor Society

## SKILLS

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Proficient in Microsoft programs such as Word, Excel, PowerPoint and Outlook; proficient in the University's Banner System; experience with several internet web browsers such as Safari, Internet Explorer, Firefox and Chrome; experienced with office equipment to include computer desktop, laptop, facsimile machine, copying machine and 10-key calculator; ability to type 66 words per minute; excellent telephone etiquette; excellent communication and organizational skills; ability to multi-task; trustworthy and friendly; ability to take instruction well and a fast learner.

## REFERENCES

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References available upon request.