

Mabel Garcia

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Education:

Sul Ross State University: Alpine, TX

Master of Education: General – Area of Specialization: English

Bachelor of Arts and Science – English

Publications:

The Sage 2019 – Camelot

The Sage 2018 – Sweet Loaf of Bread

Certifications:

Certified Level 1 Tutor

Work Experience:

Sul Ross State University: Alpine, TX

June 2019 – Currently

Academic Advisor and Retention Specialist:

- Preplan Student Schedules
- Register Students
- Track Student Enrollment

Sul Ross State University: Alpine, TX

November 2018 – June 2019

Program Support Specialist:

- Travel requisitions
- Purchase orders
- Coordinate Tutoring Hours and Training
- Program the Study-A-Thon
- Create Weekly Reports

- Tracking Tutoring and Learning Center visits

Sul Ross State University: Alpine, TX

September 2018 – November 2018

Activities Coordinator:

- Travel requisitions
- Purchase orders
- Coordinate STEM Friday
- Classroom presentations

Sul Ross State University: Alpine, TX

May 2018 – September 2018

Homeland Security & Criminal Justice

Law Enforcement Academy

Secretary:

- Update degree plans using degree works
- Filing and organizing 300 student files
- Travel requisitions
- Purchase orders
- Budgetary reviews

Sul Ross State University: Alpine, TX

Jan 2018 – May 2018

Graduate Assistant, Dept of Lit & Lang

Tutoring & Learning Center

Tutor:

- Help students daily in English, Literature, and ESL