

Clariza Pina

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OBJECTIVE

To obtain a challenging job that will enable me to utilize my education and professional experience and to pursue career and life interests.

EDUCATION

Sul Ross State University <i>Masters of Arts in Public Administration</i> <i>Masters of Science in Homeland Security</i>	Alpine, TX 06/2015-05/2017 06/2015-05/2017
RND Concepts, Tactics and Integration <i>Domestic Nuclear Detection Office</i> <i>FEMA</i>	Anniston, AL
Bomb-Making Materials Awareness Program, <i>Administrator Training course</i> <i>FEMA</i>	Anniston, AL
Sul Ross State University <i>Law Enforcement Academy</i> <i>Basic Peace Officer (PID 406040)</i>	Alpine, TX 03/2012-07/2012
Sul Ross State University- H. Joaquin Jackson Law Enforcement Academy <i>TCOLE Basic Instructor Course</i>	Alpine, TX 08/10/2013
Sul Ross State University <i>Bachelor of Criminal Justice /Minor Psychology</i> <ul style="list-style-type: none">▪ Freshman Leadership Program▪ Who's who among college students award (11/2010)▪ Dean's List (Fall 09', Spring 10')	Alpine, TX 05/2007- 12/18/2010
Presidio High School <i>High School Diploma</i>	Presidio, TX 08/2003-05/2007

PROFESSIONAL EXPERIENCE

Sul Ross State University <i>Training Coordinator</i> <ul style="list-style-type: none">▪ Provide high quality training programs that meet the needs of law enforcement and corrections officers in West Texas including the Basic Peace Officer training program.▪ Fulfill the required training mandates of the Texas Commission on Law Enforcement Officer Standards and Education.▪ Provides in-service and continuing education to promote professionalism in law enforcement.▪ Recruit and market the academy to area agencies in order to meet their staffing needs.▪ Teach certification classes and supervise guest instructors in the program, maintain appropriate records; evaluate instruction and oversee the academy budget.	Alpine, TX 02/01/2017 – Present
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- Promote and represent the academy at public relations events, promotional opportunities, marketing campaigns, business and committee meetings, and press and publicity functions.
- Serve as the point person for oversight of academy recruitment goals and promotional and public relations accountability.
- Coordinates and conducts training activities, seminars, conferences, and workshops, which may include: analyzing and evaluating training requirements; reviewing and processing employee training request forms; sending out training confirmations and reminders; securing facilities and instructors for training.
- Reviews, maintains, updates and submits employee-training records for compliance with Texas Peace Officer Standards and Training compliance.
- Researches new training materials and methodologies; evaluates and updates training programs and vendors to keep current with new techniques; consults with staff members, public and private representatives to ensure training information is current.
- Prepares a variety of reports, data, memoranda, correspondence, newsletters, bulletins, and records related to the training function.
- Develops training plans for the Department
- Assess and coordinate training needs with sheriffs, chiefs of police, and other law enforcement and police training personnel; act as advisors to training officers; develop objectives and design courses to meet standards established by the Academy.
- Select qualified instructors; project expenditures; review proposed curricula for certification and accreditation requirements; research and locate new training materials/training aids; establish training priorities; research and analyze statistics to determine methods of improving training; schedule classes and facilities; coordinate training programs with colleges and law enforcement agencies.
- Conduct curriculum review committee meetings.
- Perform needs assessments, develop training objectives and design and develop coursework to address identified needs; instruct classes in areas of expertise; insure training standards and effectiveness are maintained; prepare and administer written and proficiency tests; evaluate course effectiveness; monitor instructors' presentations and field exercises to evaluate courses; recommend and implement course changes as evaluation indicates; evaluate all phases of basic recruit officer training, prepare written documentation of recruit performance; analyze examination results with students and counsel them concerning career opportunities; insure proper conduct of students during classes; assist in certifying officers in use of firearms, pursuit driving, and other requirements to meet standards; operate and perform minor maintenance on equipment such as video recording systems, projectors, slide/sync units, 35mm cameras, and emergency vehicles.
- Supervise day-to-day recruit activities; inspect dormitories, weapons, and equipment and assign demerits and recommends corrective action; ensure compliance with safety standards related to dormitory and training activities; investigate violations of the rules; ensure facilities and training equipment are properly maintained and repaired; maintain reference library; purchase films, training products, training equipment and videotapes; write grant proposals and administer grants; conduct background investigations of applicants; coordinate instruction with other departments and jurisdictions.

Sul Ross State University
Academic Retention Coordinator

Alpine, TX
09/01/2015 – 01/31/2016

- Prepare reports and proposals, and respond to inquiries from students.
- Collaborate with campus partners, faculty and staff to create academic programs, services, and events to increase retention.
- Disseminate information to the different departments to increase student retention
- Provide an essential student service of academic advisement to students.
- Promote the advisor-advisee relationship by effectively using the various tools of communication, including email, telephone, face-to-face meetings, and electronic advising notes.
- Effectively assist students in transition to their academic department by providing accurate information and resources available to the student.
- Evaluate student profiles to identify trends or patterns of what would help with student retention
- Ensure the effectiveness of the advising process by maintaining advisee files, regularly updating advisee academic reports, and validating the information contained in the advisee files with the student database

- Facilitate the development and implementation of a retention plan for students by researching literature on student retention, attending workshops, conferences, and seminars specifically addressing student advisement and retention, and recommending alternatives designed to assist students in progressing towards degree completion.
- Develop and pilot an effective peer-mentoring program to benefit students.

Sul Ross State University

Recruiter

Alpine, TX

02/02/2015 – 08/31/2016

- Extensive recruitment travel and prospect management
- Visit middle schools, high schools, and colleges, speak to groups and individual students, and meet with school counselors and administrators to promote outreach activities within assigned territory and as required to assist other recruiters
- Financial assistance review
- Informational presentations to prospective students, high schools, and community colleges
- Help LoboDen with SOAR Events
- Manage and coordinate community workshops, retreats, and recruitment efforts; arrange visits and tours for prospective students and parents.
- Coordinate and implement various recruitment programs and marketing strategies for territorial or local on-site admission programs and special events relating to targeted freshman, transfer, or under-represented groups in the fulfillment of recruitment efforts.
- Prepare reports and proposals, and respond to inquiries from students.
- Promote and represent the university at public relations events, promotional opportunities, marketing campaigns, business and committee meetings, and press and publicity functions.
- Create packages, monitor and distribute resource materials for student recruitment and retention programs; develop mentorship programs; analyze trends in recruitment and retention programs; develop strategies for program evaluation.
- Help coordinate university participation of staff and alumni for national and local college recruitment fairs; help coordinate event-specific organizational aspects, promotional materials and information from the university and its colleges, educational programs and degrees.
- Serve as the point person for oversight of territorial recruitment goals and promotional and public relations accountability.

PISD Department of Public Safety

D.A.R.E Instructor

Presidio, TX

08/03/2012 –01/30/2015

- Plan, coordinate and conduct D.A.R.E. classes at elementary and middle school; prepare and present lesson plans; tests and grade students.
- Instruct elementary/middle school students in a classroom environment.
- Plan and organize graduation for the student who complete the program and recognize student achievement.
- Give informative presentation at school and community organization meetings
- Promote a positive attitude toward the law and law enforcement officers through frequent personal contact with youth.
- Advise school officials and teachers on various issues pertaining to drug awareness and prevention
- Prepare various documents, including lesson plans, student records and incident reports.
- Coordinate school and community programs with other outside agencies.
- Mentor students through classroom activities and daily interaction.

PISD Department of Public Safety

Police Officer (Full time)

Police Officer (Reserved)

Presidio, TX

07/26/2012 –01/30/2015

09/14/2015 –12/06/2016

- Enforce all laws, including municipal ordinances, county ordinances, and state laws
- Assist with criminal investigations. Interview witnesses, complainants and victims; gather physical evidence and preserve it for court; provide case follow-up as needed.
- Help prepare cases for prosecution; be available to provide court testimony if necessary.
- Prevent violations of law, ordinances, or District policy that occur on District property, at school zones

and bus stops, or at District functions, or against District staff or Board members in their capacity as District staff or Board members.

- Provide routine public assistance as required, such as assisting stranded motorist, providing funeral/bank escorts, respond directly to citizens' inquires and concerns.
- Attend periodic training; including required level of proficiency in the use of firearms.
- Prepare documents such as; accident reports, incident reports, statements traffic tickets/warnings, arrest warrants, summonses and various other records.
- Participate in judicial proceedings
- Serve search warrants and arrest warrants in connection with District-related investigations
- Take juveniles into custody as provided by the Family Code.
- Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests without warrant, for felonies and breaches of the peace that occur in the officer's presence within the jurisdiction of the District.
- Lead multi-agency committee that was create for emergency management.

PISD Department of Public Safety

Law enforcement/ student Liaison

Presidio, TX

02/01/2011 –02/29/2012

- Provide a convenient and confidential resource in a setting where students may feel at ease to talk about different situations/problems.
- Provide assistance to human services and social agencies working with school age children and their parents.
- Act as a resource person for classroom lectures, demonstrations, and discussion with students.
- Act as a referring person in child abuse and neglect.
- Communicate and deal effectively with students, school personnel and community members to promote public relations and inter-agency relations.
- Travel to conferences in order to remain current and become aware of new safety and tactical procedures in case of emergency or a safety threat.
- Select an appropriate method for disseminating information to the general public on proper safety procedures
- Update the Emergency Management Plan for the Presidio Independent School District.

Sul Ross State University- Talent Search

Outreach Coordinator

Alpine, TX

03/01/2011– 07/30/2011

Encourage and prepare students for postsecondary enrollment by providing assigned students in grades 6-12 with the following services and activities through group workshops and individual appointments held at designated target schools:

- Academic Advisement
- College Awareness/Career Exploration Activities
- Financial Aid Awareness Activities/ Scholarship Information
- College & Career Field Trips
- Individual Assistance with College Admissions, Scholarship Applications & Financial Aid Forms

Identify and select students who demonstrate the potential for post-secondary enrollment and provide them with the motivation and support to enroll in a program of post-secondary education (college, university, technical or vocational school) after high school graduation.

Alpine Nueva Luz Counseling Services and L-1 Identities

DPS Vendor/Certified Enrollment Officer

Alpine, TX

06/14/2010-12/17/2010

- Performed a wide variety of clerical duties including answering telephone calls and e-mail inquires in an addition to overseeing customer service and ensuring customer satisfaction.
- I was responsible for keeping record of all the appointments for my agency and kept our website updated.
- I obtained experience in performing the fingerprinting for educational personnel as well as law

enforcement and other entities requiring our services.

REFERENCES

Name: **Emily Galindo**

Title: Immigration Service Analyst

Department: U.S. Citizenship and Immigration Services

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Address:

Name: **David Lambrix**

Title: Emergency Management Coordinator

Department: Brewster County- Office of Emergency Management

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Name: **Edward Ainsworth**

Title: Special Agent/Criminal Investigator

Department: Homeland Security Investigations

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