

Claudia V. De La Garza

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Skills

- Bilingual; English, Spanish
- Demonstrated ability to work with diverse groups of people
- Dependable, Flexible, and Responsible

Employment History

June 2007 to Present

Student Advisor/Life Coordinator Southwest Texas Junior College

Assist students in completing of applications, intake forms and evaluation/assessments needs. Provide guidance and counseling activities. Conduct seminars, Workshops and group counseling activities.

Coordinate academic, educational and transfer activities. Assist with program of intramural competition. Create/disseminates

February 2007 to May 2007

Trio Education Specialist Education Opportunity Center Southwest Texas Junior College

The Education Opportunity Center is a federally funded program whose purpose is to help increase the number of adult participants (19 year olds and above) who enroll in postsecondary education.

Assist project participants in completion of college admissions and financial aid applications.

Provide assessment of participant needs and coordinate development plans for students who wish to transfer to other institutions.

Conduct college orientation workshops and personal advising sessions.

Maintain accurate participant file documentation for annual report submission.

March 2000 to May 2007

**Lead Teacher/ Supervisor
Adult Basic Education
Southwest Texas Junior College**

The Adult Basic Education program is a federally funded program whose purpose is to help assist adults most-in-need of basic educational services.

Assist adults to become literate and obtain the knowledge and skills necessary for meaningful employment and self-sufficiency, as well as, the ability to function in a 21st Century society and/or workforce.

Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children and; assist adults in the completion of a secondary school education and facilitate transition into higher endeavors.

August 1999 to February 2000

**Permanent Substitute, EPISD—
Austin Elementary School
Seco Mines Elementary School**

August 1998 to July 1999

**Teacher EPISD-----
Austin Elementary School**

Take the responsibility of teaching to a second grade class. This included the planning of lesson plans. I also did Spanish UIL and after school activities.

August 1996-May 1997

Work-study, Sul Ross State University

August 1992- April 1996

**Trainer/ Drive-thru opener
McDonalds Restaurant**

Trainer assisted in the training of new employees.

Education

Sul Ross State University
Bachelor of Arts, Interdisciplinary Studies
History Specialization, May 1998

Southwest Texas Junior College
59 hours transferred University

Professional Development

June 2006 – Present
Master Teacher Institute
South Region Great Center

April 2005- Present
Member of Uvalde Advisory Committee for the
Adult Basic Education Program

August 2003- Present
Provide leadership workshops for Adult Basic
Education Staff in the 14-county service area

October 2005
The only one of 30 teachers on this 14-county region to
complete the Cross-Region Master Teacher Institute
which required an additional 40 clock hours of professional
development

July 2004
Attended Quarterly Workforce Forum Conference

