

Steve R Martinez

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Profile

- 8+ years of employment at Southwest Texas Junior College with Registrar's Office
 - Ability to multitask and complete daily functions with efficiency.
 - Goal-oriented individual with strong leadership capabilities with student workers.
 - Organized, highly motivated, and willing to work beyond call of duty.
 - Proven ability to work in unison with staff, faculty, and students.
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Education

B.A. Psychology – Sul Ross Rio Grande College

A.A.S Computer Information Systems – Southwest Texas Junior College

- Completion of CISCO Networking I-IV
 - Hardware / Software Troubleshooting
 - Proficient with Windows OS
 - Completion of Co-op course within CIS program
 - Proficient with Microsoft suite
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Experience

Student Information Systems Coordinator

Veteran Affairs Coordinator

Financial Aid

Admissions/Counseling Center

- Process numerous New Student Applications/ transcripts
- Applications/student schedules annually for incarcerated students of Southwest Texas Junior College
- Assisted with off campus registration at various campus locations.
- Assisted Director of Student Services with New Student Orientation/student seminars.
- Maintained excessive student absence reports for faculty and Registrar.
- Process external transcripts for incoming transfer students
- Prepared employee absence reports for Dean of Admissions to present to payroll officer.
- Organized and prepared scholarship reports for committee within limited timeframe.
- Advised students on semester schedules, work related goals, and objectives.
- Programmed and implemented college degree plans with institutional system.
- Assistant to Dean of Admissions/Student Services for various duties.

Supervision

- Trained, supervised and evaluated work study students for Counseling Center.
 - Successfully implemented and programmed numerous college degree plans for institution from '03 – current
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Employment**Office of Admissions, *Texas A&M International University****2009-2010*

- Staff assistant, front counter customer service and process checklist letters for student admissions
- Administrative assistant, process transfer student applications and decision letters

**Admissions/Counseling Center, Financial Aid, Veteran Affairs,
Registrars *Southwest Texas Junior College****2000-Current*

- Provide student services and information for Office of the Registrar