

Rita L. Ortiz

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Objective

I strive to successfully utilize and apply all of my skills and abilities in order to enhance the progress, prosperity, and integrity of my employer's academic institution. Most importantly, I seek to gain experience and develop as an educator in a higher education institution.

Experience

Medina Valley Learning Center Coordinator

January 7, 2015

Southwest Texas Junior College & Rio Grande College – LaCoste, Texas

- Assisting with advising, registration, and financial aid
- student services, marketing/public relations
- planning college class schedules
- coordinating and implementing student success strategies involving tutoring for writing and research development

Writing Center Coordinator

May 16, 2011 – January 5, 2015

Southwest Texas Junior College – Eagle Pass, Texas

Adjunct English Instructor – Advanced Composition

August 25, 2014 – Present

Sul Ross State University – Rio Grande College
Eagle Pass, Texas

Adjunct College Success Skills Instructor

January, 2012 – Present

Southwest Texas Junior College – Eagle Pass, Texas

Adjunct Developmental Writing Instructor

August, 2013 – December, 2013

August, 2010 – December, 2010

Southwest Texas Junior College – Eagle Pass, Texas

Writing Center Tutor

August 23, 2010 – May 13, 2011

Southwest Texas Junior College – Eagle Pass, Texas

Substitute Teacher – Eagle Pass Independent School District February, 2010 – May, 2010
Eagle Pass, Texas

Sales Associate – Bath and Body Works June, 2009 – August, 2010
Eagle Pass, Texas

Education

Sul Ross State University August 15, 2014

Alpine, Texas

M. A. in English Literature

St. Mary's University of San Antonio December 13, 2008

San Antonio, Texas

Bachelor of Arts in English - Cum Laude

Southwest Texas Junior College May 13, 2006

Eagle Pass, Texas

Associate of Arts

Eagle Pass High School – C.C. Winn Campus May, 2004

Eagle Pass, Texas

High School Diploma

Publications

Poetry in the 2009 *Pecan Grove Literary Review* of St. Mary's University

Skills

- Bilingual: Fluent in English and Spanish
- Able to operate Estudios Enterprise software
- Familiar with Colleague and Banner
- Highly proficient in written and oral communication
- Excellent customer service and interpersonal skills
- Proficient in all Microsoft Office applications for both Mac and Microsoft operating systems