

STEPHANIE CERNA

OBJECTIVE

To obtain a professional position to utilize my skills and experience in the professional field.

WORK EXPERIENCE

9/2008 - 2/2009 University of Texas at San Antonio San Antonio, TX

Projector Director, TRIO ETS Project

Assist the Executive Director in coordinating, planning, implementing and monitoring the Educational Talent Search Pre-College Program and ensure that the program meets all federally mandated objectives.

Responsible for staff supervision and training; student file and database management; some direct service delivery to program participants, and overall office management and administration.

Responsible for the supervision, evaluation, and training of staff.

Assist the Director in reconciling accounts, preparing budgets, and ensuring that expenditures are allowable and accurately submitted.

Assist the director in the preparation of internal and external reports including the Dept. of Education Annual Performance Report, continuation document submission including budgets, and related.

Promote the program through effective public relations strategies to the target community and institutions.

Conduct workshops related to PSAT/SAT and ACT preparation, college admissions process, scholarships, financial aid assistance, time management, study skills, college life, and other workshops documented on the ETS workshop matrix.

Oversee the provision of post-secondary placement assistance by program advisors to ensure that each participant gains admissions with adequate financial assistance to enroll in a post-secondary institution.

Ensure that 75% of senior graduates served will enroll in post-secondary education each year and that 80% of the senior participants graduate each year.

Responsible for ensuring that 100% of selected participants have a Needs Assessment (NA) completed and an Individual Pre-College Plan (IPP) within 30 days of acceptance in the program.

Prepare timely monthly reports on guidance and academic activities.

Responsible for the coordination and supervision of project-related activities both during the academic year and during the summer, including campus enrichment activities, field trips, career and college day programs, etc.

**8/2005-9/2008 University of Texas at San Antonio San Antonio, TX Outreach
Specialist II, TRiO ETS Project**

Responsible for providing outreach and case management services to students on-site at target schools via group and individual advising sessions and workshops. Assists the Director in meeting all project objectives.

Coordinate on-site parent meetings to promote college and financial aid awareness and encourage parental involvement.

Responsible for the collection, establishment, maintenance and data entry of all assigned student records and required forms using the TRIO ETS Blumen database system.

Responsible for the timely and accurate preparation and submission of weekly and monthly reports on all major areas of responsibility including the progress of assigned participants and the verification of post-secondary enrollment of graduating seniors.

Coordinate college field trips and assist Assistant Director with supervision and implementation.

Assist Assistant Director to evaluate, supervise and train outreach specialists and in outreach sites.

Assist Assistant Director in interviewing candidates for job openings within the project.

8/1999–6/2005 Round Rock I S D Round Rock, TX

Student Records Specialist, SUCCESS Program

Served as office manager for dropout prevention program covering three high school campuses.

Created budget and served as budget manager for two campuses.

Evaluated transcripts of incoming students. Responsible for creating master schedule and developing graduation plan then assigning students to classes. Posted grades on final transcripts.

Created reports for various educational agencies including TEA.

Worked with high school students on career assessments, financial aid and college applications.

Monitored time and effort for paraprofessionals. Posted staff development and leave on database for faculty and staff.

8/1997–8/1999 Round Rock I S D Round Rock, TX

Special Assignment Class Monitor, Cedar Valley M. S.

Oversee middle school students who have been placed in an alternative setting due to inability to maintain behavior in the regular education classroom.

Work one on one and in small groups to provide instruction.

Work collectively with administrators, teachers, parents and students.

EDUCATION

Sul Ross State University/RGC
Master of Education, General Education

December 2011

McMurry University
Bachelor of Science, Applied Sociology/Psychology
Member of Alpha Kappa Delta
Deans List 1988-1990

May 1990
Abilene, TX