

KRYSTAL S. BALLESTEROS

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Career Objectives

To implement the knowledge and experience acquired in higher education and human services to serve as a positive asset to Southwest Texas Junior College and the community it serves.

Work History

- April 1, 2014 - Current **Southwest Texas Junior College**, Uvalde, TX, Tutorial and Disability Services Coordinator
- Supervise, observe, and, train peer tutors in the Writing Center and Student Success Center; coordinate, support, and advocate assistance for students with disabilities at all institutional sites; serve as a resource for students, faculty, and staff regarding disability law and best practice; Plans and coordinates student events and activities at multiple sites; advises the Student Ambassadors and Student Activities Board; assist in grant writing and proposals for funding.
- Oct. 1, 2013 – April 1, 2014 **Southwest Texas Junior College**, Uvalde, TX, Senior Tutor
- Supervise, observe, and, train peer tutors in the Writing Center; engage in active tutoring sessions to assist the mission of Writing across the Curriculum; interact with students to assess need requirements; plan and research active training resources for further tutor development; administrative tasks such as data entry in Estudios, maintenance and update of resources and materials; maintenance of daily operations
- Feb 1, 2013 – Current **Sul Ross State University**, Uvalde, TX, Writing Center Tutor
- Assist undergraduate and graduate students in building writing skills to meet both education and career goals; Maintain positive rapport with students from Southwest Texas Junior College as well as SRSU Rio Grande College; Expose students to the power of written communication skills and encourage students to utilize the skills learned.
- Jun 09, 2008 - Jul 06, 2010 **Gary Job Corps Community**, San Marcos, TX, Wellness Secretary
- Assisted staff with general secretarial duties; developed monthly administrative statistic reports; provided assistance to students in applying for programs for health insurance; accounts payable; maintenance of patient charts and appointments
- Jul 10, 2006 - May 01, 2008 **Community Health Development, Inc.**, Uvalde, TX, Administrative Assistant
- Provided Administrative support to the CEO, management team, Board of Directors and other supervisory staff as necessary; Various general and complex clerical duties; coordinated special events and meetings; gathered data for monthly administrative reporting, special projects, etc.; Supported and assisted staff with grant applications, renewals, licensing, contracts and agreements.
- Jan 31, 2006 - Jun 16, 2006 **City of Uvalde**, Uvalde, TX, Secretary
- Assistant to City Secretary, City Manager and Assistant City Manager in any aspects deemed necessary; Various general and complex clerical duties; Assisted City Secretary with Human Resource/Personnel duties; Prepared documents for bi-monthly City Council meetings.

Education

- In Progress **Sul Ross State University RGC**
M.Ed. Counseling, expected completion Dec. 2015
- May 2013 **Sul Ross State University RGC**
BA Psychology, Minor in Business Administration
- May 2012 **Southwest Texas Junior College**
AA in General Studies
- May 2004 **Uvalde High School** - Uvalde, Texas

References

Available upon request