

Luis F. Ruiz

Objective To remain as an SSS Academic Advisor

Experience 1998–present Southwest Texas Jr. College Uvalde, TX

Student Support Services' Academic Advisor/ Computer Specialist, Computer Science Adjunct Instructor

- Assist and advise students with their degree plans.
- Assist in the student registration process at the Uvalde campus, Eagle Pass campus, Del Rio campus, and Briscoe Unit.
- Provide transportation to students from SWTJC campuses to various Texas Four-Year universities so they can participate on campus tours.
- Help students complete the Texas Common Application & online FAFSA.
- Conduct various Financial Literacy and academic workshops for students.
- Inform students on Federal Financial Aid available to them.
- Modify database used to create the SSS Annual Performance Report for the U.S. Department of Education.
- Train users on database functions.
- Enter services provided to students into database.
- Create multiple reports for SSS director.
- Stay current with U.S. Department of Education's legislation and regulations that affect SSS program.
- Teach COSC-1401 and COSC-1301 course in Crystal City Instructional Facility.
- Teach COSC-1401 at the Torres Unit (prison in Hondo) and at the Briscoe Unit (prison in Dilley).

1996–1998 Uvalde County Appraisal District Uvalde, TX

Network Administrator

- Integrated PC's into an IBM AS400 mainframe environment.
- Set up server and set permissions for files on server.
- Receive payment for property taxes.
- Assist in the appraising of property.
- Set up system to electronically receive property deeds from Uvalde county courthouse.
- Install program applications on UCAD PC's.
- Install updates on programs applications installed on UCAD PC's.

- Train users on applications installed on UCAD PC's.

1995–1996 U. C. I. S. D. Uvalde, TX
 Teacher Substitute

- Filled in for teachers who were not able to attend their classroom.
- Carry out lesson plan left by the teacher.

1993–1995 Southwest Texas Jr. College Uvalde, TX
 Math Tutor/Plato Lab Assistant

- Assisted students with math homework completion.
- Assisted students to sign into Plato lab computers.
- Assisted SSS staff with spreadsheets and word documents.

Education

May 2007 Our Lady of the Lake University San Antonio, TX
 ▪ Master of Science, Information Systems and Security.

December 2003 Our Lady of the Lake University San Antonio, TX
 ▪ Bachelor of Science, Electronic Business Information Systems.

May 1995 Southwest Texas Junior College Uvalde, TX
 ▪ AAS Business Data Processing.

May 1994 Southwest Texas Junior College Uvalde, TX
 ▪ AA General Education

- At least 6 hours of Graduate hours in Business, possibly more.

Certifications

- CompTIA Security+ certification
- CRLA certified tutor