

Yesenia Marie Silva
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Education

- Masters in Education (School Administration – Instructional Leadership) from Sul Ross State University: May 2009
- Bachelor of Arts Degree from Sul Ross State University: May 2001
- Associate of Arts Degree from Southwest Texas Junior College: December 1998
- Graduated from Hondo High School in May 1995

Office Skills

- Computer skills with Windows, Microsoft Word, Excel, Power Point, Publisher
- Other office skills include: Human relation skills, telephone answering skills, filing skills, organizational skills, leadership skills, and problem solving skills
- Knowledge of various office equipment
- Colleague experience

Employment

- Southwest Texas Junior College: January 2011 – present. Advise students with transfer information and career counseling assistance, assist with registration (register, show student how to read degree plan, add or drop courses, exit questionnaire, overrides, developmental education passing grade change, change of major), assist with orientation (orientation letter cut for student to meet with Advisor), assist with Financial Aid appeals, maximum time frame, and veterans forms. Also assist with graduation application forms to review and graduation certification. Reports include: Reciprocal Educational Exchange Program and Open Doors International Student Census. Also assist International Students with process of receiving a student VISA and enter information into SEVIS system, SEVIS recertification, conduct transcript evaluations, nominate International students for Good Neighbor Scholarships, send emails to all target group students to see counselor, and sit on the following committees: Student Services, SACS review, and Educational Programs & Opportunities to Create Achievement (EPOCA)
- Southwest Texas Junior College: March 2009 - 2011. Build, fix errors, and certify CBM Reports: CBM001, CBM002, CBM004, CBM006, CBM008, CBM00A, CBM00C, Academic Year Set up for Admissions Office, Import all Test Scores Daily, Portal Process – Run twice a month, XECC Process – Run daily, Drop for Non-payment/Reinstatement Process, Attendance/Reinstatement, National Clearinghouse reporting, Mid-Term Grades Process, Final Grades Process, Run TPEG reports for Business Office, Run IFRS Reports for Business

Office, Prison – provide outreach coordinator with class rosters, grade reports by class, and grade reports for individual students, Keep constant communication with instructors and in and off campus colleagues, Portal – answer student and faculty questions, reset passwords, update change of last name information, update user id, assign for emails for new employees, Dual Credit – provide transcripts when grades are posted for high schools who request grades and work with Outreach Coordinator, Hold Process – send out letters and emails to students who are placed on hold for missing documents, Print new student labels for folders and list for colleagues to create folders, Time permit process – assign time permits and mail out letter, Develop new correspondence in communications management as a letter or email, Update counts during registration, Provide PTK list to sponsors in Uvalde, Eagle Pass, and Del Rio, Code PTK inductees, Update Dean's and President's status on transcripts, Overrides, Dual Credit Student status – roll over to in or out- of -district when student indicates he or she has graduated, Fresh Starts – process when dean approval has been made and send out student email, Review and possibly update academic standing when there is a grade change, Reset WebAdvisor passwords, Run class rosters if requested by instructor, Key in VCT grades and year long course grades, Convert Incompletes (I's) to F's on deadline date given, Provide Recruiter's lists of enrolled students, Provide other list as requested, Work on projects with IT and Datatel, Attend meetings.

- Southwest Texas Junior College: May2005-2009. Review and process Return of Title IV Funds/Post Withdrawals, Follow up on r2t4 payments with business office, Verify and complete student files, Run queries for data analyzing, Track TPEG and SEOG transmitted monies, Import all student records and follows up on the process of creating files with front counter personnel, processes student budgets while importing, processes auto letters while importing, exports all student records, runs the FA transmittal, runs the Standard of Academic Progress report, awards ACG grant to eligible students, cancels FA awards for students who transfer, responsible for the reconciliation of Pell and ACG, responsible for the FA set up of system, assists with the student budgets, assist with process of outgoing letters to students, assist with registration tasks, provides customer service at the front counter when needed by taking in verification documents, and conducts FA presentations.
- Gabriel Tafolla Charter School: August 2004 – August 2005. As the reading Local Campus Coach, I worked closely with K-3rd grade classroom teachers and 1 Interventionist to mentor and assist them with full implementation of the core reading program. I assisted in scheduling the 3-tier reading model, guided and assisted with assessments, and assisted teachers with intervention strategies. I also planned and coordinated professional development and weekly meetings, co-taught in classrooms to build instructional skills, and observed and provided feedback.

- Gabriel Tafolla Charter School: August 2002 – August 2004. As School Director, I collaborated with the planner in the preparation of grant applications and federal applications, exercised control of school budget, oversaw two campuses, oversaw the development of activities of federal programs including data collection, monitoring, and reporting, implemented all state testing as district testing coordinator, implemented the campus improvement plan, evaluated teachers and staff, initiated staff development, coordinated and arranged meetings, coordinated public activities, collaborated with Region 20, organized the classification of students and school schedules, enforced discipline policies, approved school-sponsored activities, guided student assessment process, assessed curriculum, provided instructional materials, ordered text books from state adopted lists, and attended all meetings. Experience in public relations and customer service.
- Gabriel Tafolla Charter School: June 2000 – August 2002. As Curriculum Coordinator, I assisted teachers align the curriculum with the TEKS, coordinated all state testing, staff development, ordered textbooks, assisted the special programs, disciplinarian, coordinated tutoring, assisted with federal reports, and assisted overseeing the campus 1 school.
- Southwest Texas Junior College: June 1999- June 2000. As an advisor, I assisted students with financial aid applications, financial aid questions, kept logs of all grants: SEOG, TPEG, SSIG, FCWSP, PELL, TTAG, awarded students, processed loans, processed teacher aide exemptions, processed financial aid transcripts.
- Sul Ross State University (Federal College Work Study): January 1998- May 2000. I assisted students with the completion of their financial aid applications, checked student aid reports for school code and verification, citizenship, selective service, and verified that awards corresponded to EFC from the student aid report. I created new files, notified students for missing documents, and maintained a system to assure that financial aid documents were properly signed and returned from all campuses.
- Robb Elementary School (Federal College Work Study): September 1998- December 1998. I assisted teachers at Robb Elementary School with classroom activities and guided students with their work.