

Diana Perez Garcia  
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Crystal City, Texas 78839  
830-374-2801

*Career Objective:* To motivate and provide personal, academic, financial and career counseling to individuals that seek development of their personal educational goals.

*Education:*

May 1971, Graduate of Crystal City High School, in "Top Ten" of class.  
May 1973, Associate of Arts, Southwest Texas Junior College, Uvalde Tx.  
May 9, 1980, Bachelor of Arts, Sul Ross State University, Alpine, Tx.  
August 15, 1987, Master of Education, Counseling, Sul Ross State University, Alpine, Tex.

*Honors:*

1970-1971 National Honor Society of High School students  
1972-1973 Phi Theta Kappa Honor Society of College Students  
1973 Who's Who in American Junior Colleges  
1972-1973 Student Senate Representative, Southwest Texas Junior College  
1995 Parade Chairperson, 50<sup>th</sup> Anniversary Southwest Texas Junior College

*Professional Training and Certifications:*

May 8, 1998 Temporary License 54990, Texas State Board of Professional Counselors, Expires April 6, 2003  
May 2001 Notary Public for the State of Texas, Expires May 2003  
March 2001-March 2002, Certified CPR Instructor, American Red Cross  
February 1998-Feb. 2003, Certified Director, Texas Adult Day Care Centers

*Employment History:*

*October 2003 to present: Instructional Coordinator with the Adult Bas Education Department of Southwest Texas Junior College. Currently have structured the focus of the department's new "EL Civics" program.*

*On January 31, 2003, I teamed up with program colleagues and successfully presented our structured EL Civics curriculum at the Texas Association for Adult Literacy and Education Conference held in Austin, Texas.*

*October 2001 to present: Part-time counseling intern with Rosa Verde Health Group, San Antonio, Texas. Complete classroom observations and monitoring of early childhood centers, bilingual parental training and counseling/therapy referrals.*

*March 1999- February 2001: Part-time counseling intern with Catholic Charities of San Antonio. Provided counseling to children and adults in the Middle Rio Grande area.*

*February 1998 – October 31, 2003- Director of "Las Sendas" Adult Day Activities Health Center, Crystal City, Texas, a component of Lopez Health Systems, Inc. Services were provided for Zavala and Dimmit counties. I supervised 11 staff members, including a Licensed Vocational Nurse, Food Service Director, Activities Director, and 8 transportation and patient care staff. Services were provided weekly to a total of 75 adult geriatric and disabled patients. Job duties included monthly in-service training of all staff, assessment of staff's educational needs and subsequent counseling to motivate entry and/or continuation into higher education. Adult day care services are funded through Texas Department of Human Services, which additionally requires contract agreements with the Special Nutrition Program of USDA and Long Term Care Regulatory, all which offer services with state policies that must be followed strictly. In 1998, at the request of the agency, I wrote and applied for a special educational work skills training grant, "Smart Jobs" for the health care professionals employed with Lopez Health Systems, Inc.*

The grant was awarded and provided higher education classes through the University of Texas Health Science Center, Laredo Community College, Baptist Hospital School of Nursing and Southwest Texas Junior College. The grant included a "Distance Learning Network" system which was situated at Las Sendas. Job duties additionally included collaboration with professional consultant staff such as Registered Dietitians, Registered Nurses, physicians and medical specialists.

1991-1996 Counselor, Southwest Texas Junior College, Student Support Services. Academic, financial and personal counseling were provided to primarily "first generation", low income and "at risk" student population.

1991-1996 Employed part-time with the Adult Basic Education Program at Southwest Texas Junior College. Taught GED and English as a Second Language classes to area residents registered in night classes. Structured and taught a successful prison GED program and supervised and trained other educational staff that taught these same students.

1996-1997 Career Placement and Student Recruitment Coordinator at Southwest Texas Junior College. Provided freshman orientation, established networks with Texas Workforce Commission for job placement and part time employment for college students. I coordinated workshops for students on Job Interview Skills, Resume Writing, and Effective Parenting. Student recruitment was coordinated with the Texas Association of College Registrars. Outreach services included counseling on a weekly basis to off campus sites. Campus tours were provided for all area high schools and community groups. SWJJC students were recruited for special programs such as Southwest Texas State University's Health Careers Opportunity Program, as well as Continuing Education programs such as Certified Nurse Aide, technology programs such as Air Conditioning and Refrigeration, Auto Mechanics, Child Development and health careers such as the Licensed Vocational Nurse program.

1986-1991 Program Supervisor for Texas Department Human Services in Zavala and Dimmit counties. Supervised 18 caseworkers and 7 clerical staff in providing services and benefits to a caseload of 4000 residents. Training for management skills, human resource and staff development were a major part of my job assignments. Developing corrective action plans, resolving client complaints and "lead" supervision in the installation of computer networks in 1989 for these headquarters were other complex job assignments during this time.

1975-1985 Income Assistance Caseworker with Texas Department of Human Services. Managed an Income Assistance caseload of 250 families.

1969-1975 Medical Records Librarian with Winter Garden Clinic and Hospital, Crystal City, Texas. Job assignments included transcription of medical audio records for both in-patient and out patient files.

*Community Involvement:*

1980-1987 President, Crystal City Little League Assn.

1985-1987 Crystal City Council Member

1985-1989 Board member, Zavala County Child Welfare Board

1980-1989 Founding member, Crystal City Spinach Festival Assn.

1991 Founding Charter Member, Spinach Capital Lions Club

1991-1994 Chairperson, Spinach Capital Lions Club, and currently  
chairperson 2002-2003.

1995 Parade Chairperson, 50<sup>th</sup> Anniversary of Southwest Texas  
Junior College, Uvalde, Texas

1991-1997 Chairperson, Crystal City Housing Authority Board

1993-2002 Board member, Winter Garden Women's Shelter, Board  
President 2002-2003, Treasurer 2000-2002.

1993 to present- Lector, Sacred Heart Catholic Church, Crystal City

*Personal: Married to Efrain Garcia June 22, 1973. Spouse is a certified elementary teacher with the Crystal City Independent School District.*

*Children: Efrain Erik, age 29 and junior high coach and teacher.*

*Daniel, age 23, Ryan, age 21, and Debralyn, age 20- all currently full time students at Sul Ross State University, Alpine, Texas.*

*Daughter-in-law, Martha Torres-Garcia, junior high school counselor and granddaughter, Elizabeth Daniell Garcia, age 3.*