

Eva K. De Anda

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Del Rio, TX 78840

830-422-8677

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Education

2012-2014 Sul Ross State University- Rio Grande College Del Rio, TX

Counseling

- M.Ed. Counseling (18 hours) – In progress

2010 -2011 University of Phoenix Phoenix, AZ

Business Administration

- M.B.A. Business Administration - June 2011

2006 -2008 University of the Incarnate Word San Antonio, TX

Arts & Applied Sciences

- B.A.A.S. Arts & Applied Sciences - May 2008

2004 -2006 Southwest Texas Junior College Del Rio, TX

Business Administration

- A.A. Business Administration – May 2006

2001 -2004 Southwest Texas Junior College Del Rio, TX

Office Systems Technology

- A.A.S. Office Systems Technology - May 2004
- Dean's List – Spring 2003

Work experience

2005- Present Southwest Texas Junior College Del Rio, TX

Student Life Coordinator/Academic Advisor/Adjunct Faculty – July 2011-

Present

- Coordinate student activities/events on campus
- Assist students during registration
- Advise students in degree planning and transfer requirements
- Assist in student planning
- Assist with international student advising
- Participate in recruitment events in the community
- Teach College Success Skills (COLS 0300) course

Administrative Office Clerk - April 2005 – July 2011

- Admissions and registrars – Process admission applications and incoming transcripts, schedule and assess placement testing, assist in student registration, provide students with admission requirements, route and record interoffice mail to the Uvalde campus.
- Cashier – Process payments, Balance CR Reports and route to Uvalde Campus
- Assist students with financial aid and entrance requirement questions.
- Schedule testing dates for ACCUPLACER & THEA exams.

Special Skills

Computer knowledge gained through coursework and employment.
Excellent communication skills on a professional level.
Strong organizational and time management skills.

