

Damacio Sanchez, Jr.

913 Patricia Pl.

Uvalde, Texas 78801

Cell: 830-275-3352

Email: sanchezrito@yahoo.com

Objective: Seeking to join a reputable organization and contribute to an efficient, organized, and productive environment using my leadership, time management, communication, organizational and computer skills to ensure maximum performance of the company.

Skills:

- Skilled in computer applications: Microsoft Word, PowerPoint, Excel, Outlook, Internet Explorer, Scanners, Printers
- Bilingual: English/Spanish
- Excellent written and oral communication skills
- Strong ability to work collaboratively and independently
- Strong organizational and time-management skills
- Effective motivator and problem-solver

Experience:

02/2014-Present

Southwest Texas Junior College, Uvalde, Texas

Outreach Coordinator

- Provide dual enrollment information to the 11 counties service area
- Enroll High School students in college courses
- Schedule Dual Credit Orientations and parent meetings
- Provide training to Adjunct Instructors during convocation and host a High School Counselor's Workshop
- Review Compliance Report
- Submit adds/drops on Dual Credit students, update High School course schedules and create requested courses
- Assist Dual Credit and Seniors with Apply Texas Application, assist with registration at other SWTJC sites

01/2012-02/2014

Southwest Texas Junior College, Uvalde, Texas

Student Recruitment Coordinator

- Recruit prospective students and provide valuable college information
- Provide career development assistance, academically advise students in an education plan
- Sponsor College Day events, represent SWTJC at TACRAO programs, coordinate with other entities including ABE, EOC, MRG
- Mail out college information, provide University transfer material, provide campus tours and participate in community events
- Maintain all brochures, viewbook and other printed materials

- 05/2011-07/2011 **Community Health Development, Inc.**, Uvalde, Texas
Site Supervisor
- Handled client relations: addressed client and staff complaints; maintained confidentiality; provided customer service; portrayed positive image of agency
 - Administrative duties: briefed front office supervisor on equipment, manpower, client issues; monitored personnel functions; operated within protocols of agency; monitored accountability of cash receipts, assisted in patient flow; performed clerical duties: filing, data entry, office equipment, etc.; planned and supervised work of others; established and maintained communication with co-workers agency-wide
- 01/2004-09/2010 **Activant Solutions**, Austin, Texas
Data Analyst/Coordinator
- At-home employee-worked with little to no supervision
 - Data entry, data interpretation
 - Communicated with all data analysts and Document Control regarding catalog and time tracking issue, and external customers
 - Researched, evaluated, and processed files through e-tool
 - Provided productivity improvement suggestions for catalog team
- 12/1994-12/2003 **Activant Solutions**, Austin, Texas
Sr. Quality Control Coordinator / Supervisor/ Manager
- Coordinated, trained, and prioritized work assignments for analysts
 - Counseling, discipline, and performance improvements
 - Motivated the team to meet deadlines and evaluated daily output
 - Ensured electronic data was captured in the database and that current production and quality standards were met
 - Submitted weekly progress reports, scheduling and responding to customers demand. Reviewed, edited, and approved attendance reports
 - Communicated with manufacturers via telephone to resolve data issues
- 01/1993-05/1994 **Autozone, Inc.**, Austin, Texas
Customer Service Representative
- Sales, inventory control, refunding, register operation
 - Express ordered parts, exchanged merchandise
 - Interacted with vendors and customers, input warranties into computer
- 12/1992-01/1993 **Evin's Temporary**, Austin, Texas
Office Assistant
- Daily trips to post office
 - Sorted and distributed incoming and outgoing mail and packages
 - Filed, made copies, and prepared packets for meetings
- 05/1991-08/1992 **Cash Loan Co.**, Austin, Texas
Loan Processor/Clerk
- Accepted and processed loan applications via telephone and in person
 - Evaluated credit reports to determine eligibility
 - Prepared loan contracts, extensive cash handling, trained new employees

Education:

August, 1994

Southwest Texas State University, San Marcos, Texas
B.B.A. Finance

August, 1990

Southwest Texas Junior College, Uvalde, Texas
A.A.S. Business

Hobbies/

Community

Service:

Golf, yard work, fishing; volunteer youth soccer coach (2008, 2009),
volunteer youth t-ball coach (2010); parent volunteer Sacred Heart Catholic
School (2009-2010); member of Sacred Heart Catholic Church

References:

Available upon request
