

# Tomas L. Garcia, II

## Teaching Experience

College of the Mainland, Texas City, TX

Adjunct History Faculty

Fall 2016- Present

- Prepare, develop, revise curriculum and course work.
- Experience in Face to Face Lecture and On-line class delivery through BlackBoard
- Complete all instruction-related paperwork (e.g., textbook requests, incomplete grade contracts, etc.)
- Define and practice a clear communication policy with students (i.e., maintain office hours for student consultation and return student emails and phone calls).
- Designed and implemented learner centered instruction designed to meet the needs of diverse learners.
- Adhere to the College academic calendar (e.g., with regard to submission of grades, attendance at mandatory events, and required contact hours in courses taught).
- Modified instruction and assessment as required.

## Professional Experience

College of the Mainland - Testing Center

Director of Testing

November 2017- Present

- Develops, implements, and supervises daily activities and procedures for the Testing Center.
- Creates and implements processes and procedures for High School and Dual Credit TSI testing activities outside of the Testing Center.
- Leads, analyses, and reports TSI Assessment test data for enrollment management.
- Serves as college liaison to external ISD Administrators to assist with college placement and Dual Credit testing procedures.
- Maximizes revenue generation of the Testing Center. Manage budgets, expense and revenue report. Interprets and explains College policies and procedures.
- Ensures that testing programs offered are supportive of the college goals and objectives, and accommodate community testing needs.
- Interprets test results, provides guidance to students and make appropriate referrals.

Testing Coordinator

October 2013- November 2017

- Creates and implements processes and procedures for testing activities outside of the Testing Center.
- Implement, maintain, and trouble shoot all software and technology for testing. Consults service personnel and providers as needed.
- Supervises staff and assigns duties, while also developing, implementing and evaluating testing services.
- Manage budgets, expense and revenue report. Interprets and explains College policies and procedures.
- Independently solve testing problems regarding computer difficulties during testing, misplaced tests, cheating, and accommodation of special needs.
- Knowledge of state managed assessments and their relation to their effect on student course requirements.

Examiner

September 2009- October 2013

- Organized testing on campus by scheduling students, administering tests, scoring tests, and record test data and prepare necessary reports and forms.
- Guided and directed students by analyzing, interpreting and explaining score results to meet assessment requirements.
- Applied regulations, policies and appropriate test administration for; Computerized testing programs for various certifications and college credit, such as TSI, TExES, CLEP, TEAS, NHA, TCLEOSE and Pearson VUE testing service.
- Served as the liaison with campus IT department to ensure testing lab computers are operating properly and perform computer software/program updates ensuring compatibility with all testing programs.
- Corresponded with faculty and staff to gather course information to prepare for upcoming testing needs necessary to administer departmental and credit by exam.

College of the Mainland - Admissions and Records Office

July 2003 - Dec. 2008, July 2009 - Sept. 2009

- Registered and dropped students for credit and non-credit classes.
- Processed and maintained incoming transcripts from colleges and high schools.
- Insured and maintained security of academic records.
- Filter questions on admission to the college.

- Downloaded and processed on-line college admissions applications.
- Assisted students in all aspects of the admissions and registration process.
- Supervised, hired, and scheduled Student Workers.
- Clerical work such as filing, typing, taking phone calls, input student records, scanning documents into Webnow document retention system.

**College of the Mainland - Student Help Center**

**January 2009 - July 2009**

- Assisted students with on-line admissions application and financial aid applications.
- Helped students with the online advisement system.
- Campus tour guide to incoming students.

**Education**

**University of Houston - Clear Lake**

**May 2014**

Master of Arts - History

**University of Houston - Clear Lake**

**May 2009**

Bachelor of Arts - History with 8-12 Social Studies teaching certification

**College of the Mainland**

**May 2006**

Associate of Arts - General Studies

**Skills**

Excellent Interpersonal communication skills as applied to interaction with coworkers, supervisors, and the general public, sufficient to exchange or convey information and to receive work direction. Performs a high level of time management and organizational skills. Proficient in Datatel student records software, troubleshooting computer malfunctions, and standard office software (Microsoft Office Suite). Certified in BlackBoard On-Line Instructional System