

Sarah Plain

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Driven educator with deep commitment to fostering inclusive and engaging learning environment. Demonstrates generosity, patience, and empathy in all interactions, ensuring students feel supported and understood. Adept at developing innovative course materials and strategies that avoid mundane approaches, making learning both exciting and impactful.

Experience

FEB '26 - PRESENT

Testing Coordinator | College of the Mainland, Texas City, TX

- Develops, implements, and supervises daily activities and procedures for the Testing Center.
- Diagnoses, solves, and communicates technology related problems with internal and external partners impacting high stakes testing.
- Leads, analyses, and reports TSI Assessment test data for enrollment management.
- Maximizes revenue generation of the Testing Center.
- Ensures that testing programs offered are supportive of the college goals and objectives, and accommodate community testing needs.

MAR '24 - FEB '26

Examiner | The College Of The Mainland, La Marque, TX

- Reviewed incoming orders for mistakes to maintain accurate inventory levels.
- Used good judgment to help solve problems.
- Maintained good working relationship with co-workers and management.
- Completed assigned tasks prior to shift end.
- Participated in professional development opportunities focused on testing procedures improvement.
- Administered examinations according to exact protocols.
- Monitored students throughout test sessions to maintain test security.
- Maintained test security and prevented unauthorized file access by students to protect integrity of examinations.
- Implemented technology solutions to streamline administrative processes.
- Managed schedules, logistics, and resources for campus events and activities.
- Analyzed data to inform decision-making on campus improvements and program offerings.

JAN '23 - MAR '24

Student Help Center Specialist | The College Of The Mainland, Texas City, TX

- Provides excellent customer service by welcoming visitors and prospective students to COM.
- Assist students with FAFSA, Apply Texas application, Navigate, and other college related forms and software.
- Triaging students to determine where they are at in the Admission to COM Onboarding process.

- Assisting students and the community with college program information, Relating information about campus events, and directions to buildings on campus.
- Interact with students through phone, email, text, and virtual communication addressing their questions and concerns during the Onboarding process.
- Assists with the supervision and scheduling of Student Help Center staff.
- Assists in processing student admission documents and ensure their proper completion.
- Enters, edits and retrieves data and prepares periodic or special reports, using a computer system and following established formats and menus.
- In coordination with the Director of Admissions/Registrar, develop innovative communication strategies, to reach out to prospective students and keeping students informed and connected to COM.
- Assesses the processing and uploading student application for admissions, maintain student records including updating vital information such as name, social security number, address, telephone or other changes to student records; update student database with changes; verify changes for accuracy.
- Performs other duties of a similar nature or level.

AUG '19 - JAN '23

Paraprofessional | Texas City Independent School District, Texas City, TX

- Substitute teach classes when necessary.
- Compiled materials, set up visual aids and organized supplies for planned lessons.
- Assisted certified staff in devising strategies for reinforcing learning materials and developing student skills.
- Worked with students in small groups to help reinforce learning objectives.
- Secured, set up and operated classroom technology and hands-on teaching materials and equipment.
- Arranged stations and assisted teachers during specific activities.
- Monitored student behavior and maintained classroom order to keep environment learning-focused.
- Organized and labeled materials and displayed student work.
- Helped with student needs assessment by monitoring student comprehension and assisting struggling students.

SEP '16 - AUG '18

Teacher | First class learning center, US

- Establish and enforce rules for behavior and policies and procedures to maintain order among students.
- Modify the general education curriculum for special-needs students based upon a variety of instructional techniques and instructional technology.
- Prepare materials and classrooms for class activities.
- Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.
- Confer with parents, administrators, testing specialists, social workers, and professionals to develop individual educational plans designed to promote students' educational, physical, and social development.
- Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws, district policies, and administrative regulations.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.

- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
- Teach students personal development skills such as goal setting, independence, and self-advocacy.

Education

JUL '25

Master of Science in Psychology

Grand Canyon University, AZ

DEC '23

Bachelor of Science in Psychology

University of Houston - Clear Lake

Awards And Honors

Dean's List Honoree, one semester term.

US

JUL '21

Associate of Arts in General Studies

College of the Mainland, Tx

Skills

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information.

Microsoft Office

Applicable computer programs and equipment;

Learning Management Systems (LMS)

SPSS Statistic Software

Critical Thinking

Learning Strategies

Problem Solving

Judgment and Decision Making

Prioritization

Conflict resolution

Professional Associations

- The International Honor Society in Psychology (PSI CHI), 2025-present
- Mental Health Matters club at College of the Mainland, Advisor, 2024-2025

Additional Information

- Member, The International Honor Society in Psychology (PSI CHI), 2025-present
- Advisor of the Mental Health Matters club at College of the Mainland, 2024-2025