

RESUME

Position: Director of Testing

Name: Cynthia Akin

EXPERIENCE

1998–Present Trinity Valley Community College Athens, TX

Director of Testing Services

- Schedule and supervise the administration of all standardized tests for 5000 students on four campuses
- Serve as Test Coordinator for the GED, THEA, Quick-THEA, ACT, COMPASS, HESI, CLEP, VCT, Distance Education, and Institutional Exams
- Created and supervise the system for disseminating, proctoring, and tracking the passwords and tests used for VCT and Distance Education testing within the TVCC system
- Maintain all testing records
- Supervise a full-time staff of one and part-time staff of as many as six test administrators
- Advise potential health occupations students and previously supervised the application and selection process of those students
- Assist in advising and scheduling of students during registration
- Conduct yearly workshop for area high school counselors regarding testing and college admissions
- Serve on various college committees such as the Scholarship Committee and College Day Planning Committee

1992–1998 Elkhart ISD Elkhart, TX

High School Counselor

- Provided personal, academic, vocational counseling for 550 students.
- Coordinated district testing for grades K through 12
- Conducted test administrator training
- Administered TAAS, TASP, ACT, SAT
- Interpreted test results for students, parents, & administration
- Conducted referral process for all special testing
- Maintained all secondary academic records
- Served as registrar for grades 6-12
- Coordinated all scholarship and college applications
- Conducted all advisement and scheduling of students
- Maintained graduation plans
- Coordinated curriculum to state graduation requirements
- Authored and coordinated district articulation and tech-prep programs

1991–1992 Grapeland ISD Grapeland, TX

Elementary School Counselor

- Provided personal, academic, and vocational counseling for grades Pre-K to 6
- Coordinated and administrated all standardized testing
- Conducted district test administrator training
- Interpreted test results for students, parents, and school personnel
- Conducted referrals for all special programs
- Scheduled students

1990-1991	Middle School English Teacher	Elkhart ISD	Elkhart, TX
1988-1990	Middle School Teacher	Palestine ISD	Palestine, TX
1981-1988	Middle School Teacher	Athens ISD	Athens, TX
1977-1988	Middle School Teacher	Kaufman ISD	Kaufman, TX
1976-1977	High School Social Studies Teacher	Scurry/Rosser ISD	Scurry, TX

EDUCATION

1996	University of North Texas	Denton, TX
	<ul style="list-style-type: none"> ▪ Vocational counselor certification ▪ 4.0 GPA 	
1990-1991	Stephen F. Austin State University	Nacogdoches, TX
	<ul style="list-style-type: none"> ▪ Master of Education ▪ Major in Guidance and Counseling ▪ 3.89 GPA 	
1975-1990	University of Texas-Tyler	Tyler, TX
	<ul style="list-style-type: none"> ▪ Coursework covers period of undergraduate and graduate work 	
1975-1976	East Texas State University	Commerce, TX
	<ul style="list-style-type: none"> ▪ Bachelor of Science ▪ Major in History and English ▪ Minor in Secondary Education ▪ 3.80 GPA 	
1972-1974	Henderson County Junior College	Athens, TX
	<ul style="list-style-type: none"> ▪ Associate of Science ▪ 3.86 GPA 	

MEMBERSHIPS

1999- Present	Texas Community College Teachers Association
1999- Present	Texas Association of Collegiate Testing Personnel
1975 - 1998	Texas Classroom Teachers Association
	<ul style="list-style-type: none"> ▪ Served as chapter president ▪ Served as delegate to state convention ▪ Founding member of Kaufman, Texas, chapter
1991 - 1998	Texas Association of Counseling and Development
	<ul style="list-style-type: none"> ▪ Participated in yearly state conferences
1996 - 1998	Texas Tech-Prep Association
	<ul style="list-style-type: none"> ▪ Participated in area and state tech-prep activities ▪ Attended state and national tech-prep conventions