

Neisha L. Cofer
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Athens, TX 75751
(903) 675-6273

EDUCATIONAL BACKGROUND:

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| Master of Science | University of Texas at Tyler, 1997 Major: Interdisciplinary Studies |
| Bachelor of Business Administration | University of Texas at Tyler, 1988 Major: Marketing |
| Associate of Arts | Henderson County Junior College, 1986 (now Trinity Valley Community College) Major: Business Administration Honor Graduate |

PROFESSIONAL EXPERIENCE:

Trinity Valley Community College, Athens, TX
February 2000 – Present

Transfer Counselor for Student Support Services – Develop a comprehensive needs analysis for program participants. Assist in the selection process of the participants for the program. Assist program participants with applications of admission and financial assistance for enrollment in a four-year university. Assist program participants in securing college catalogs, transfer information, scholarships and housing information. Transport sophomore participants to area universities and or colleges for campus tours and transfer information. Type and coordinate grant proposals and other important documents for our program.

Trinity Valley Community College, Athens, TX
September 1989 – February 2000

Tutor Coordinator for Student Support Services – Developed small group instructional programs. Administered, monitored and evaluated the programs through interviews and progress reports. Coordinated instructional and tutorial services for program participants. Evaluated tutorial needs for program participants. Maintained documented tutorial files with attendance and daily progress reports, employment time sheets, monthly evaluation reports and end of semester statistical reports. Evaluated and documented all tutorial assistance provided to individuals with disabilities. Typed and coordinated grant proposals and other important documents for our program. Provided liaison communications with department chairpersons and teaching faculty.

**Montgomery Ward and Company, Tyler, TX
November 1988 – September 1989**

Sales Associate – Worked with the general public, assisting customers with purchases.

**Henderson County Junior College
September 1985 – August 1986**

Institutional Student Worker – Worked with IBM Perfect Cal system to prepare the daily charges for the communications center. Data entry of purchase order information, xeroxed tests and documents, typed and proofread.

PROFESSIONAL AFFILIATIONS:

Trinity Valley Community College Academic Appeals Committee
Trinity Valley Community College Financial Aid/Scholarship Appeals Committee
SWASAP – Southwest Association of Student Assistance Programs
TASSSP – Texas Association of Student Special Services Programs
Phi Theta Kappa National Alumni Association

HONORS/COMMUNITY SERVICES:

Who's Who in American Colleges and Universities
Who's Who in American High School Students
Alpha Chi National Honor Society – The University of Texas at Tyler
Phi Theta Kappa National Honor Society