

# Wendy Mays

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## Objective

Employment with Trinity Valley Community College as **Director of Testing**

## Education

Stephen F. Austin State University—Certificate of Educational Leadership (in progress)  
University of Texas at Tyler—Master's Degree, May 2004  
Stephen F. Austin State University—B.S. Mathematics, May 1994  
Trinity Valley Community College—August, 1991 through May, 1993  
Texas A&M University—August, 1987 through December, 1988

## Work Experience

### *Elkhart High School Counselor*

*July, 2002—Present*

- Provide individual or group guidance and academic counseling to approximately 375 students (and their parents/guardians)
- Serve as campus testing director regarding Texas Assessment of Knowledge & Skills (TAKS), State Developed Alternative Assessment (SDAA), Locally Developed Alternative Assessment (LDAA), PSAT, and Advanced Placement. In this capacity, I am responsible for ordering, scheduling, administering, and returning the exams listed. *I order these materials and retrieve assessment scores ONLINE.*
- Administer Texas Assessment of Knowledge & Skills (TAKS) ONLINE
- Coordinate and register students to take SAT, ACT, and THEA
- Coordinate Dual Credit and Concurrent Registration for students taking TVCC courses
- Interpret and report all of the above listed assessment results to students, parents, administrators, school board members, and community members
- Input and verify the accuracy of our student identification, attendance, academic, and discipline data through the Public Education Information System (PEIMS). According to the TEA timeline, I am required to submit the data to Texas Education Agency through a very restricted and secure ONLINE account.
- Advise and assist students in enrolling and securing financial assistance in post-secondary programs. Specifically, I assist students and parents with completion of the FAFSA (both ONLINE and paper copy)
- Promote awareness (for students and parents) of scholarships, grants, and work-study opportunities for students enrolling in post-secondary programs
- Maintain cumulative and testing records and calculate the grade point averages of all students
- Serve as campus liaison for special programs and populations including, but not limited to At-Risk, Limited English Proficient, Special Education, Gifted & Talented students, 504, dyslexic
- Serve as graduation chairperson and coordinate all scholarship presentations and the events associated with commencement exercises
- Compile and submit campus news articles electronically to local media

### *Elkhart Junior High/High School Teacher*

*August, 1994—July, 2002*

- Middle school math, Algebra I, Geometry, and Math Models teacher

### *Trinity Valley Community College, Palestine Instructor*

*September, 1995—May, 1997*

- Developmental Mathematics II and Developmental Mathematics III Instructor

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## Awards

- UT Tyler Outstanding Graduate Student in School Counseling, May 2004
- Inducted to Psi Chi Association of Psychology Honor Students, Spring 2002
- Nominated Who's Who Among American Graduate Students, Spring 2002
- Wal-Mart Area Teacher of the Year, 1999
- Elkhart Independent School District Secondary Teacher of the Year, 1999
- Tandy/Radio Shack Outstanding Teacher Award, 1998
- Elkhart Superintendent's Award, 1996
- Nominated Who's Who Among American Teachers, 1995
- SFASU Outstanding Mathematics Student, 1994
- Summa Cum Laude Graduate of Stephen F. Austin State University, 1994
- President's list or Dean's List, every semester of college

## Volunteer Work

Kids for Christ Choir Director, First United Methodist Church Palestine  
Children's Sunday School teacher, First United Methodist Church Palestine

## References

Kay Chapman, Curriculum Director Elkhart ISD— (903) 764-2952  
Tim Ratcliff, Principal Elkhart High School — (903) 764-5161  
Cindy Akin, Director of Testing TVCC — (903) 675-6386

## Computer Skills

I am very comfortable with the use of technology and recognize its importance in an educational setting. I had the opportunity to take the GRE online, without any complications. My computer skills are excellent as I have extensive experience in the following software tools: Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point, Microsoft Office Publisher.

In my capacity as campus testing coordinator, I am responsible for ordering all Texas Assessment of Knowledge and Skills (TAKS) and State Developed Alternative Assessment (SDAA) materials ONLINE through a very secure website provided by the Texas Education Agency. Additionally, I receive the scores to the TAKS and SDAA ONLINE through a secure website. I have also had experience administering the TAKS online to students. I have three years of experience ordering and printing invoices for all of the AP and PSAT materials ONLINE. I also routinely assist the EISD curriculum director, special programs director, and PEIMS/testing coordinator in analyzing testing and related data and developing charts, graphs, tables, and power point documents.

In my capacity as academic advisor, I prepare all student transcripts as well as the campus master schedule using campus specific software. I also calculate student grade point averages and maintain data on Student THEA exemptions using Excel Spreadsheets.

In my capacity as the Public Education Information System (PEIMS) campus coordinator, I am responsible for submitting district data electronically to Texas Education Agency through a very secure website. Reporting the PEIMS data requires a very thorough understanding of the computer programming language as well as security clearance to upload the district data to Texas Education Agency.

## Licenses and Certificates

School Counselor—State Board of Education Certificate  
Secondary Mathematics Teacher—State Board of Education Certificate