

AMAURY E. NORA

16505 La Cantera Parkway #126
San Antonio, Texas 78256

Telephone: 832-216-2196
email: amaury.nora@gmail.com

CAREER SUMMARY

A Macro Social Work Degree emphasizing research coupled with early experiences in program evaluation, set my career on a trajectory towards assessment in higher education. My work experience has encompassed having to be knowledgeable of applicable regulations, the ability to work within a team environment as well as being able to work independently and set the course for start-up programs. My interest and training in research and statistics has played a complementary role in that I am guided by a need for empirical evidence in my decision making. My 15+ years of experience specializing in the maintenance of tracking and reporting systems to monitor program and participant progress and outcomes and expertise in data entry, mining and analysis, spreadsheet organization, and database creation and maintenance prepares me for leading civic engagement initiatives that will be effective.

EDUCATION

- 2001 Certification in Project Management in E-Commerce, Applied Technology Programs, School of Engineering and Applied Science, Southern Methodist University, Houston, TX.
- 1998 MSW with a concentration in Political Social Work, University of Houston, Houston, Texas (December 1998). Thesis: *Validating a Theoretical Framework of Cultural Competence for a System of Care*
- 1996 BA in Government, University of Texas at Austin, Austin, Texas (August 1996)

WORK EXPERIENCE

09/19-Present Learning Assessment Specialist, College of Business, Texas A&M University-San Antonio

- Fostered a culture of data-driven continuous improvement to help facilitate and enhance student learning
- Developed effective outcomes, assessment methods, and improvement strategies as part of the College's Assessment Plan
- Coordinated with faculty and Associate Dean to produce manageable, sustainable, and meaningful assessment plans and reports for the Association to Advance Collegiate Schools of Business (AACSB) and the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC)
- Performed data collection, analysis, and reporting of data associated with student learning outcomes and program performance
- Supported strategic planning and decision making processes for best assessment practices
- Developed and disseminated assessment-related resources
- Reviewed and provided feedback to administration and faculty on assessment plans and data results for formative improvement on program effectiveness and student learning outcomes

04/13-12/16 Learning Assessment Specialist, College of Education and Human Development (COEHD), University of Texas at San Antonio

- Fostered a culture of data-driven continuous improvement to help facilitate and enhance student learning
- Developed effective outcomes, assessment methods, and improvement strategies as part of the College's Assessment Plan
- Coordinated with faculty, administrators, College staff members, and Institutional Effectiveness Office to produce manageable, sustainable, and meaningful assessment plans and reports for the Texas Education Agency (TEA) and the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC)
- Performed data collection, analysis, and reporting of data associated with student learning outcomes and program performance
- Supported strategic planning and decision making processes for best assessment practices
- Developed and disseminated assessment-related resources
- Assisted with professional development of COEHD faculty related to assessment using Microsoft suite software
- Managed the assessment database through *TracDat* and *Blackboard*
- Reviewed and provided feedback to administration and faculty on assessment plans and data results for formative improvement on program effectiveness and student learning outcomes

03/11-01/13 Executive Director, *Somos Tejanos, Inc.*

- Organized and established a highly successful start-up non-profit that focused on increasing Hispanic civic participation.
- Live streamed local candidate debates during the elections and local live bands.
- Interviewed local and state candidates.
- Responsible for the administration, budgetary and daily operation of the organization, while overseeing the functions of HR, content production workflow and technology.
- Oversaw the development, marketing, public relations, and content of grassroots Latino blog networks and social media to inform Hispanic Texans of state budget cuts affecting education and health care.
- Developed innovative grassroots blogging and social media activities, using videos, Facebook, podcasts, personal stories, meet-ups, and online petitions.
- Maintained website content, supervised paid part-time bloggers and part-time traditional grassroots community organizers in the largest Texas urban areas.
- Organization was nominated for two social media awards in less than a year.

03/06-01/13 Publisher/Content Producer/Developer of *Para Justicia y Libertad* and *The Sanctuary*

- Managed and produced online commentaries on issues regarding the Latino community, immigration, and political issues writing under the pseudonym of Edmundo Rocha. Blog site can be found under: <http://xicanopwr.com/> and <http://promigrant.org/>

02/04-11/05 Community Family Centers, Program Analyst (Independent Contractor)

- Evaluated agency's program for quality assurance;
- Assisted in a variety of reports through writing, editing and formatting as needed;
- Researched social service trends;
- Conducted data analysis for agency reports;
- Advised program coordinators on identification of appropriate performance indicators;
- Assisted in the research of potential funding opportunities;
- Assisted in the grant writing process through writing, editing and formatting as needed;
- Volunteered as an ESL instructor

02/03-02/04 Healthy Family Initiatives, Director of Information Services and Quality Management

- Managed the organization's information systems, including computer operations, systems programming, applications programming and networks;
- Analyzed the needs of the organization;
- Oversaw the implementation the agency's new telecommunication system;
- Coordinated with other departments to collect system requirements, techniques and controls;
- Assisted in a variety of reports through writing, editing and formatting as needed;
- Conducted data collection and designed methodology for analysis;
- Conducted internet research for funding opportunities;
- Database design and management;
- Provided data analysis for agency reports;
- Assisted in the research and development of grant applications

06/02-02/03 Community Family Centers, Program Analyst

- Evaluated agency's program for quality assurance;
- Assisted in a variety of reports through writing, editing and formatting as needed;
- Researched social service trends;
- Conducted data analysis for agency reports;
- Advised program coordinators on identification of appropriate performance indicators;
- Assisted in the research of potential funding opportunities;
- Assisted in the grant writing process through writing, editing and formatting as needed;
- Volunteered as an ESL instructor

06/01-02/15 AEN System Solutions, Independent Consultant

- Assisted in the research of funding opportunities;
- Assisted in the development of grant applications;
- Database design and management;
- Provided technical assistance
- Conducted data analysis;
- Web design

10/98-02/01 Harris County Community Development Department, Social Program Analyst

- Identified Federal, State, and local funding sources;
- Assisted in writing a variety of written community development and neighborhood plans, reports and working papers;
- Developed project proposals in the areas of housing and community development;
- Advised agency planners and administrators on relevant government regulations and industry trends
- Provided assistance in the development of the department's annual request for applications for funding

Project Management:

Harris County Community Development (HCCDD) Request for Proposals Process (Fiscal Year 1999) and Project Administrator of the Houston/Harris County Continuum of Care Planning Process (Fiscal Year 1999 and 2000)

- Organized applicants' orientation and training conference;
- Provided applicants with technical assistance on application process;
- Provided applicants with technical assistance on outcome measures and program evaluation;
- Developed training materials for proposal reviewers;
- Trained proposal reviewers;

- Compiled summative project report
- Responded to general and specific technical information requests generated through mail, email, and telephone contact

5/98-8/98 Graduate Internship, University of Houston School of Social Work

- Assisted in the production of the *Funding Fax*, a bi-weekly publication of funding opportunities faxed out to non-profit organizations;
- Provided technical support in the Houston/Harris County Continuum of Care homeless planning program (City of Houston, Harris County and Coalition for the Homeless)

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, Access), Search Engine Optimization, Database Design/Maintenance (SQL), Web Design (HTML & CSS), SPSS, Wordpress, Drupal, Python (in progress)

STATISTICAL SKILLS

Statistical computations to include descriptive statistics (e.g., means, standard deviations, standard errors, skewness, bar graphs) for establishing psychometric properties, t-tests, ANOVA, cross-tabulations, Pareto charts, and bivariate correlations.

FOREIGN LANGUAGE: Spanish

REFERENCES

Stace Medellin:
p. 832.868.9931

Juliet Ray, PhD
Director, Research Service Center
UTSA
Office of Sponsored Program Administration
College of Education and Human Development
One UTSA Circle
MB 2.442
San Antonio, Texas 78249
p. 210-458-6695 (office)
p. 210-288-6289 (cell)

Dr. Gerry Dizinno
Associate Professor Emeritus
University of Texas at San Antonio
p. 210-232-6666