

# ELIZABETH ALANIS

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## QUALIFICATIONS SUMMARY

Advocate for student success and developing leaders.

- 6 years of experience creating, coordinating, and facilitating parent programming
- 9 years of experience coordinating student centered functions such as workshops, presentations, and recruitment events
- Excellent written and oral communication skills
- Fluent bilingual speaker (English and Spanish)

## EDUCATION

**University of Houston-Victoria** – *Master of Science in Publishing*

2016 – 2019

**University of Texas Rio Grande Valley** – *Bachelor of Arts in English*

2012 - 2016

## PROFESSIONAL EXPERIENCE

**Texas A&M-San Antonio, Parent Outreach and Engagement**

**Program Manager**

**San Antonio, Texas**

**MAY 2022 – PRESENT**

- Create and implement an effective parent outreach and engagement program for the University which will target specific parents and families within the ASPIRE network and similar school districts.
- Coordinate with community partners and University departments to create a series of parent/family workshops or seminars.
- Manage a large grant-funded budget & create processes to ensure proper spending and accounting for the grant funds.
- Provide direction and supervision of employees, student staff and volunteers, including the Program Coordinator of Parent Outreach and Engagement.
- Develop pre- and post-event surveys to assist with collecting data and ensure program KPIs are on-track and being met annually.
- Monitor and track data analytics for all programs & author and develop regular reports, as outlined in the grant agreement.

**Texas A&M-San Antonio, Parent Outreach and Engagement**

**Program Coordinator**

**San Antonio, Texas**

**MAY 2022 – PRESENT**

- Coordinate, and implement an effective parent outreach and engagement programming for families within the ASPIRE network. This includes event purpose, logistics, flow of event, content, support for event, and requests.
- Coordinate with University and community partners to implement parent workshops and similar programming.
- Leading recruitment efforts for La Familia Programming including training.
- Leading collaboration with CRM (Element451) team to find solutions for more efficient communications with families.
- Provide administrative support to assist the Director manage a large grant-funded budget.
- Track data analytics for all programs for reports.
- Develop pre- and post- surveys to ensure program KPI are met.
- Manage support from student workers and other staff.

**Texas A&M-San Antonio, First-Year Experience**

**Adjunct Instructor for First-Year Seminar**

**San Antonio, Texas**

**SEPT. 2021 – PRESENT**

- Assist first-year students in adjusting to university expectations through enhancing quantitative reasoning skills and acquiring essential skills for academic success.
- Develop and adapt lesson plans to effectively meet student needs and teach course content.
- Assess students' progress in class.
- Oversee and guide Peer Leader's role in class.

**Texas A&M-San Antonio, ASPIRE**  
**College Recruitment Advisor**

**San Antonio, Texas**  
**MAY 2020 – May 2022**

- Successfully adapted outreach and advising techniques to a virtual and hybrid platforms.
- Educated and served as an advisor to students and parents about colleges, the college admissions process, transitioning from high school to college, financial aid.
- Developed college readiness curriculum (presentations, handouts, and other supplemental material).
- Established and maintained relationships with school administration and acted as liaison between university and school staff.
- Created monthly and annual reperformance reports.
- Coordinated and implemented special programs such as the summer camp for middle schools and parent nights.
- Assisted in evaluating partnership goals and success; proposed and implemented new strategies.

**University of Texas Rio Grande Valley, TRIO Upward Bound**  
**Learning Instructional Specialist**

**Raymondville, Texas**  
**JANUARY 2018 – APRIL 2019**

- Assisted in evaluating program performance; proposed and implemented new strategies to meet grant objectives
- Advised students (9<sup>th</sup> – 12<sup>th</sup>) and parents in the college admissions process, including college applications, financial aid, scholarships, and general transition from HS to college.
- Developed college readiness curriculum (presentations, handouts, and other supplemental material)
- Supported student testing/academic performance by setting up workshops/tutoring in TSI/SAT/ACT/EOC
- Recruited and identified eligible participants (outreach, application review, interviews).
- Established and maintained relationships with school administration and acted as liaison between program and school staff.
- Created and maintained student files and online database (Blumen).
- Assisted with monthly and annual performance reports.