

Kimberley Nanez
Curriculum Vitae

Objective

My objective is to continue working at a higher education institution helping students succeed and persist through their educational career.

Education

M.A. in History, 2005, University of Texas-San Antonio

B.A. in History, 2003, Texas A&M University-College Station

Professional Experience

06/2018-Present Texas A&M University-San Antonio San Antonio, TX

Adjunct Instructor

I currently teach at A&M-San Antonio as an adjunct History instructor. I teach one class per semester face-to-face. I create assignments, quizzes, group work, and tests. I encourage as much online interaction as possible to create a sense of community with my students. I use Blackboard and Excel to keep track of grades for my courses. I teach US History I and II at A&M-SA.

03/2015-Present *Texas A&M University-San Antonio* San Antonio, TX

Director, Student Academic Success Center

I currently work at A&M-San Antonio as the Director of the Student Academic Success Center. I supervise 6 success coaches, the Testing Center, and the Tutoring Center. I supervise 10 staff members and have 14 tutors and proctors. I participated in the creation of a first year experience course that lasts four semesters, downward expansion, a week of welcome program, and a BANNER implementation project. I have worked on a developmental plan for A&M-San Antonio and TSI policies. I hired the Tutoring Services Coordinator, the Assistant Director of the Testing Center, and 5 success coaches. I implemented an early alert system called Retention Pro. I implemented EAB for the Student Success Center and Academic Advising. I will also be part of the Tutoring Center implementation of EAB-SSC. I created all training materials for my staff in regards to TSI, EAB-SSC, Blackboard, and BANNER.

5/2007-03/2015 *University of Texas at San Antonio* San Antonio, TX

Academic Advisor I-IV

I worked at the University of Texas- San Antonio as an academic advisor. My main duties were to advise freshmen through seniors. I worked with students on choosing courses, navigating the university system, and guiding them through to graduation. I also work hand-in-hand with the departments within the College. To go along with my liaison, I worked with my director and the departments to research and approve articulation agreements with 14 community colleges within Texas. I created an online probation program as well as an online training program for new advisors. I also supervised 7-13 advisors and 3 front desk staff members. I transitioned from College of Sciences Advising to Life and Health Science Advising. I chaired the training sub-committee during a time when UTSA was going to transition to a new advising system. I worked on creating training materials for DegreeWorks for College of Sciences Advising as well as Life and Health Sciences Advising. I kept track of caseloads in BANNER for Life and Health Sciences Advising. I helped train staff on Global (Microsoft CRM) and was a super user of the system.

01/2008-01/2014 *Northwest Vista College* San Antonio, TX

Adjunct Instructor

I worked at Northwest Vista as an adjunct history instructor. I taught one class per semester face-to-face and online. I create assignments, quizzes, group work, and tests. I encourage as much online interaction as possible to create a sense of community with my students. I use Blackboard and Excel to keep track of grades for my courses. I also advise my students on how to stay on track in my class and at Northwest Vista. I taught US History I, US History II, World History I, and World History II.

10/06-5/07 *St. Philip's College* San Antonio, TX

Assistant to the Director

I worked for a program in the Fine Arts Department titled "Academy of Fine Arts." My job was to assist the Director in all necessary duties. We recruited middle and high school students from lower socioeconomic areas in San Antonio who were interested in developing their artistic side. I maintained confidential files, payroll for the part-time employees, and organized several other projects as needed. We also booked meetings in the Morgan Gallery and hosted the San Antonio Symphony for a week. My part in that project was to maintain a database of local schools and school districts, mail out postcards to the schools inviting them to free concerts.

08/05-05/07 *San Antonio College* San Antonio, TX

Adjunct Instructor

I worked at San Antonio College for two years as an adjunct instructor. I created tests, quizzes, and group assignments. I used excel and WebCT to keep track of assignments and grades. I also advised my students on how to navigate college and my class. I taught three to four courses per semester in US History I and II.

08/03-05/05 *University of Texas-San Antonio* San Antonio, TX

Reader-Grader

I worked for several instructors within the History department at UTSA. I created excel spreadsheets, maintained WebCT, and graded papers and assignments. I also worked for one semester as a research assistant for the History department. I created a monthly newsletter and worked on any other administrative tasks for the department.

Presentations

“Coaching Students to Success”

-Presented at the Alamo Area College Access and Completion Summit-October 14, 2016 regarding how to use success coaching to retain students in the first year.

“Using the Digital Age to Market Advising Services”

- Presented at NACADA Region 7 Conference- February 28, 2013 regarding how to effectively market advising services.

“Paper Cemetery: How to Train Advisors Using Web 2.0 Applications”

-Presented at UTSA Advising Conference 2012- October 19th, 2012 regarding using Web 2.0 applications and training staff.

“Advising Probation Students Effectively”

-Presented at Women’s Perspective in Student Development in Toronto, Canada in March 2011.

"Hi Ho Hi Ho, It's off to Success We Go: A Probation Program that Works"

-Presented at the annual NACADA (National Academic Advising Association) in October 2010 on the online probation program I developed to help College of Sciences students persist at UTSA.

"When You Are Not in Kansas Anymore: Creating a Probation Program that Works"

-Presented at TEXAAN (Texas Academic Advising Network) in February 2010 in San Marcos regarding the online probation program.

"Technology Outside of the Classroom: Using Blackboard in Advising"

-Presented at the Innovations in Online Learning Conference in May 2010 discussing how Blackboard can be utilized in a non-teaching capacity.

Awards

NACADA Program Award, 2011-The online probation program entitled “Strategies for Academic Success (SAS)” was honored at the annual NACADA Conference in October 2011.

Star Award-December 2010- Awarded to a staff member in the College of Sciences who provides excellent service to its students and the state of Texas.

Rising Star Award, 2008-This award is given to a new UTSA staff member who has made significant contributions throughout the year to his or her area, or to the University community. This individual has innovative ideas and has made significant contributions. They have a demonstrated record of improvement, have progressed through cooperation, initiative, and are self-starters with a take-charge attitude.

Title 5 Mini Grant, 2006-This award was in the amount of \$2000 awarded to a faculty member at San Antonio College who was implementing or using alternative teaching methods.

Publications

“Putting Theory Into Practice: Implementing a Successful Probation Program” published in the December 2010 issue of The Mentor.

-<http://dus.psu.edu/mentor/101221kr.html>

“Using Technology to Enhance Advisor Training”-published in NACADA’s Academic Advising Today September 2011 issue.

-<http://www.nacada.ksu.edu/AAT/archives.htm>

References Upon Request

