

Cassandra Tovar

Denison, TX • (903) 415-2581 • tovarc@grayson.edu

EDUCATION

M.Ed., Higher Education, Expected: Dec 2020
Abilene Christian University, Abilene, TX
Emphasis: Student Affairs Leadership

B.S., Criminal Justice, Aug 2017
Texas A&M University-Commerce, Commerce, TX

PRACTICA

Admissions & Advising Specialist, Sept 2019-Present
Health Science Division, Grayson College, Denison, TX

- Manage a caseload of First Time in College Students; answers questions, monitors student progress, and advises students to improve student completion
- Provide pre-admission advising to students to explain health science program requirements
- Coordinates health science information sessions, booths, and panels to educate prospective students and increase enrollment rates

Financial Aid Advisor I, Feb 2019-Sept 2019
Grayson College, Denison, TX

- Interacted with students and parents to explain Financial Aid and maintain funding for students
- Prepared and conducted Financial Aid presentations to groups of 10-50 students and their family members
- Assisted in reviewing policies and procedures as a member of the Financial Aid Appeals Committee

Career Advising Graduate Assistant, Jan 2017-Oct 2017
Texas A&M University-Commerce, Commerce, TX

- Guided students daily through the development of correctly formatted resumes and cover letters
- Facilitated outreach workshops and activities for students about services rendered by Career Services
- Collaborated effectively with Career Development staff to produce career fairs

Upward Bound Camp Counselor, May 2016- July 2016
Texas A&M University-Commerce, Commerce, TX

- Established and maintained a positive and safe environment for first-generation, low-income, and students with disabilities in a precollegiate program
- Planned and executed programs with regard to health, safety, morale, discipline, interpersonal relationships, and academics
- Handled and/or referred student disciplinary issues, crises and personal issues to appropriate staff

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Education Intern, May 2016-Sept 2016

Dallas Regional Chamber, Dallas, TX

- Aided the Education team with outreach to local business and education groups
- Assisted with event planning and logistics

Residential Assistant, May 2015-May 2016

Residential Living and Learning, Texas A&M University-Commerce, Commerce, TX

- Developed an inclusive community among 40 residents, maximizing positive resident interactions

ASSOCIATION MEMBERSHIP

SWASFAA, *Member*, 2019

TASFAA, *Member*, 2019

AWARDS AND HONORS

Above and Beyond, Resident Assistant Award, *Recipient*, TAMUC 2015-2016

Dean's List, *Recipient*, TAMUC 2014-2016

40+ Hours of Community Service, Hispanic Outreach Award, *Recipient*, TAMUC 2014

SERVICE & INVOLVEMENT

Staff Advisory Group, *Member*, Grayson College, 2019

Maintaining Institutional Compliance, Title IV Training, *Attendee*, GC 2019

College Race Symposium, *Attendee*, Dallas, TX, 2016

Hispanic 100 Banquet, *Attendee*, Dallas, TX, 2015

The Keys to Success, *Volunteer*, Dallas, TX, 2014-2015

FOREIGN LANGUAGE

Spanish: ability to speak, write, read, and translate