

Gregory E. Shirley, II

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Summary of Qualifications:

- Six years of progressive professional experience in career center operations
- Four years of experience supervising student workers, interns and graduate students
- Eight years of effective programming and collaborating experience working with faculty and staff departments
- Excellent interpersonal skills with colleagues, students, and alumni

Education:

Ed.D in Educational Leadership, emphasis in Curriculum, Supervision and Instruction May 2013

Texas A&M University-Commerce, Commerce, TX

- *Dissertation: How the Perception of Financial Aid Impacts the College Attendance Decisions of Hispanic and African American Males in Rural Northeast Texas*

M.S. in Higher Education/Administration May 2006

Texas A&M University-Commerce, Commerce, TX

B.S. in Secondary Education May 2005

Paul Quinn College, Dallas, TX

Certifications:

Strong Interest Inventory December 2014

Certified Professional Resume Writer October 2014

Related Experience:

Assistant Director of Career Services and Operations, The Career Development Center

University of Texas at Arlington, Arlington, TX March 2014-Present

- Collaborate with on-campus departments to provide effective career development programming to over 34,000 students and alumni; serve as liaison for student veteran, international, and graduate student populations
- Assist with review and approval of up to 40 resumes daily for CSO/HIREMAVERICK online job board database
- Perform in-office services (resume critiques, career consulting, mock interviews, and job search assistance) for students and alumni to aid in professional development and career preparation
- Oversee marketing initiatives of Career Development Center; partner with Assistant Director of Marketing and Communications to produce information for department

Associate Director, Office of Career Development

Texas A&M University-Commerce, Commerce, TX July 2009-March 2014

- Supervised 3 student workers, 1 graduate assistant, and 2 interns; responsible for hiring, training, and evaluation of employees and payroll responsibilities
- Counseled students regarding resume consultations, career counseling, mock interviews, and job search assistance
- Responsible for marketing and promoting career center events to University community, consisting of 6 campuses and 12,000 students through various sources of social media
- Performed outreach seminars to 6 satellite campuses
- Planned, developed, and implemented monthly programs discussing resume preparation, job fair etiquette, and proper grooming skills
- Edited and maintained departmental website
- Advised 2 student organizations on University campus

Career Development/Student Leadership Specialist, Office of Student Affairs

Paul Quinn College, Dallas, TX

August 2008-July 2009

- Established and maintained contact with representatives of organizations, agencies and schools to coordinate recruiting trips to the College and scheduled interviews between representatives and applicants
- Advised the Student Government Association at the College, Miss Paul Quinn College Royal Court, and Purple Passion Social Club
- Served as a liaison for the College with the local business community regarding student employment opportunities
- Presented workshops on interviewing skills, resume writing and personality development
- Planned and supervised the annual Graduate School and Career Fairs

Intern, Office of Student Affairs

Paul Quinn College, Dallas, TX

January 2006-May 2006

- Coordinated graduate students' career fair
- Assisted in planning the college Springfest activities
- Organized the Black Executive Exchange Program Conference
- Planned and scheduled the Paul Quinn College Graduate School Fair

Work History:

Graduate Assistant, Department of Sociology & Criminal Justice

Texas A&M University-Commerce Commerce, TX

September 2006-May 2008

Professional Affiliations:

Member, SoACE, 2009-Present

Member, NASPA, 2009-Present

Member, NCDA, 2009-Present

Organizations:

Alpha Phi Alpha Fraternity, Inc.

University Service:

Member, UTA Leadership Center Director Search Committee 2015

Member, UTA Career Development Center Employer Relations Specialist Search Committee 2015

Member, Commuter Student Advisory Committee 2015

Member, Student Employee Training Committee 2014-Present