

Sharon Mani Garcia

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Downers Grove, IL 60515
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Summary

Multi-faceted, efficient and reliable administrative professional with 5 + years of higher education experience supporting staff, faculty and students to improve the overall student academic experience. Diversified skill set covering administrative support, continuous assessment of curriculum/program objectives and student outcomes, human resources and recruiting. Highly committed to an organization's mission and self-motivated to contribute to the success of the organization. Excellent communication skills and interpersonal skills.

Experience

Assistant Dean of Communications, Humanities and Fine Arts
Waubensee Community College, Sugar Grove, IL

September 2013 - Current

- Serve as a resource for adjunct faculty including orientation, training, and academic support to ensure quality instruction and service to all students.
- Provided comprehensive support and direction to adjunct faculty in various facets including a point of contact for class assignments and classroom management issues.
- Assign/reassign adjunct faculty teaching loads as appropriate and in compliance with college policy and the credit adjunct faculty collective bargaining agreement.
- Oversee the hiring process of adjunct faculty, lab coordinators and assistants, and student workers, including applicant screening and selection.
- Evaluate performance of adjunct faculty, lab coordinators and assistants, and student workers.
- Assist in the development of and monitoring of the division budget.
- Oversee the daily operations of classroom and lab facilities within the division.
- Provide guidance to students experiencing challenges that impede academic performance including providing options and resolutions.
- Assist with development of curriculum and schedule.
- Assist with accreditations and division activities.
- Developed and wrote self-study for the National Association of Schools of Art and Design accreditation visit.

Associate Dean of the Morris Graduate School of Management
Robert Morris University, Chicago, IL

2012 – May 2013

- Managed and supported the overall operations of the graduate school.
- Provided comprehensive support and direction to faculty in various facets including a point of contact for class assignments and classroom management issues.
- Managed interview process for potential graduate faculty including evaluation of guest lectures to determine final hiring decisions.
- Coordinated the assessment process and developed the graduate student competencies for student assessment purposes.
- Assisted in development and review of new program offerings including course selections, course content and potential faculty assignments.
- Established new orientation material for incoming graduate students.

- Provided guidance to students experiencing challenges that impede academic performance including providing options and resolutions.
- Conducted retention analysis to determine student retention rates to graduation.
- Developed and assisted with coordination of various significant graduate school events, including Professional Development Week.
- Maintained in depth knowledge of needs of diverse student population.

Director of Graduate Student Advising

2010 - 2011

- Managed and supported the academic advisor for graduate students.
- Provided and created training materials for newly appointed academic advisors.
- Assisted in student challenges beyond the scope of the academic advisor.
- Developed class schedules for graduate programs at the main Chicago campus and worked in conjunction with director of student information to determine appropriate graduate courses for the six branch campuses.
- Provided support to faculty in various facets including a point of contact for class assignments and classroom management issues.
- Assisted as MGSM assessment coordinator for graduate student competencies.
- Streamlined and developed various administrative processes to reduce redundancy and increase efficiency and productivity of the academic advisor position.
- Participated as member of the Graduate council, ICenter Committee, Institutional Effectiveness Committee.
- Developed and maintained graduate student and graduate faculty blackboard pages.

Graduate Student Manager

2007 - 2009

- Advised upward of 225 students.
- Monitored student audits to secure academic progress.
- Developed and integrated a management approach to create a positive work environment, resulting in providing higher quality customer service.
- Created processes to ensure accuracy in student advising, as well as maximizing advising time.
- Created professional relationships with students and business partners.
- Coordinated networking events for student professional development.
- Worked closely with staff and faculty to support students' professional growth and academic performance.
- Attended personal growth events at various higher education institutions.

Manager

2005 - 2006

MIGC Inc., Westmont, IL

- Responsible for the day-to-day operations of three BP Amoco gas stations with a total of twelve full and part-time employees.
- Prepared report to reflect the daily transactions including accounts payable/receivable, merchandise sales, gallons sold and loss prevention.
- Created and maintained daily spreadsheet to provide analysis of the purchasing and inventorying of gasoline.
- Built profitable, mutually beneficial relationships with numerous local businesses by offering House Accounts for their vehicles.
- Organized and distributed end of the month House Account bills to various customers.

- Trained new employees to operate register, lotto machine and to handle various Clerk responsibilities. Responsible for weekly payroll for all employees.
- Interacted with various vendors to negotiate favorable terms/contracts and maintained positive relationship.
- Handled Human Resource issues for all employees, including the maintenance of employee documents, applications, timesheets, employee relations issues and the Retail Facility Records Manual.

Human Resources Assistant

2003 – 2004

InteliStaf Healthcare, Oakbrook Terrace, IL

- Maintained new hire process for administrative employee including assembling new hire packages.
- Entry of new hire information, payroll changes and employee personal information changes into the PeopleSoft, Summit and Empowered Benefits systems.
- Processed offer letters and employment agreements and distributed to the appropriate hiring manager throughout 100 branch locations and Corporate.
- Communicated new hire process to appropriate hiring managers including pre-hiring process of completion of applications, reference checks, drug screening and background checks.
- Submitted background checks for all new administrative employees.
- Conducted new hire orientation including discussion of policies and procedures for Corporate and local branch employees.
- Prepared severance packages, including severance letter, agreement and age reports.
- Maintained the Personnel Requisition approval process, being point of contact between regional Vice Presidents and Corporate executives.
- Created and distributed merit increase worksheets to branch managers, regional managers and regional vice presidents.
- Completed various employment verifications, including administrative and field employees throughout 100 branch locations.
- Prepared and maintained various reports to track new hires, terminations, Personnel Requisitions and performance appraisals.
- Created recruitment tool to reflect all major competitors and contact information.
- Prescreened potential candidates and scheduled phone and in-office interviews.
- Audited the personnel files and I-9 documentation.

Education

Master of Art, Psychology in Education, 2007

Teachers College at Columbia University, New York, NY

Bachelor of Science, Business Management, 2003

North Central College, Naperville, IL

Skills

Complex reasoning, critical thinking, insightful, project management, highly organized, counsel, excellent oral and written communication, interpersonal skills

Computer Skills

Proficient in Microsoft Office, Blackboard 9.0, Banner, Crystal Reports, CurricUNET, Cascade, People Admin, Cognos, PeopleSoft