SHERRE CLEGG

DIVISION Academic Foundations

CONTACT

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EDUCATION

Master of Education, (Educational Leadership: Adult and Community Ed.)
May 2007
Florida Atlantic University, Boca Raton, FL

Bachelor of Arts, (Social Psychology), August 2000
Florida Atlantic University, Boca Raton, FL

COLLEGE TEACHING EXPERIENCE

Victoria College, Adjunct Instructor, Learning Frameworks, College Success
Fall 2011 - Present

Broward College, Adjunct Instructor, Student Learning Success
Fall 2008 – Spring 2011

OTHER WORK EXPERIENCE

District Director, Senator Lois W. Kolkhorst, Southern District Office**, Victoria, TX**
2/2015 – Present

- Maintain a local office and meet with constituents for a state senator
- Represent the Senator at meetings and events in the Southern District

Manager, Calhoun County Center, Victoria College, Victoria, TX,

11/2011 – 1/2015

- Responsible for managing and monitoring the center facility
- Marketing programs
- Provide support services to ensure effective and efficient operations (i.e. advising, testing, tutoring, computer lab)
- Develop and maintain partnerships and relationships critical to the operation of the center facility.
- Manage staff and budget of the facility
- Facilitate and oversee Advisory Committee
- Oversee Testing and Tutoring Centers, Computer Lab, and Advising

Admissions Coordinator, Florida Atlantic University, Davie, FL

2007 – 2011 & 1998 – 2005

- Conduct Admissions Counseling and recruit prospective undergraduate transfer, graduate, and international students
- Plan and implement promotional events
- Recruit and identify scholarship recipients
- Produce & distribute monthly newsletter
- Coordinate out-of-state tuition waiver awards
- Mentor and advise at-risk, returning, and non-traditional students

Program Director and Campus Operations Coordinator, Florida Atlantic University, Fort Lauderdale, FL

2005 - 2007

Lifelong Learning Society, Broward Campuses

- Program Planning & Development
- Marketing & Public Relations
- Facilities Planning
- Supervision of support staff
- Budgeting

PROFESSIONAL DEVELOPMENT & TRAINING

Mentoring workshop, title V, Broward College, Davie, FL 2008
SLS (College Success) Instructor Training, Broward College, Davie, FL 2008
College Success Factor Index with Cengage, Victoria College, Victoria, Tx, August 2011
A Framework for Understanding Poverty, Victoria College, Victoria, Tx, January 2012
Understanding Poverty (Convocation), 1/10/2012

Appreciate Dinner Breakout Training Session for EDUC 1300 Instructors, 3/21/2012
I-9 Training 4/26/2012
Student Services Retreat 5/31/2012
Blackboard Training 6/5/2012
Higher Education Opportunities in Calhoun County, Port Lavaca Rotary Club presentation, 6/8/2012
Admissions Training 6/19/2012
Search Committee Training 6/21/2012
Title V Professional Development Conference 6/27/2012 (Corpus Christi)
Fall 2012 Convocation 8/13/2012
On Course Instructor Training 8/10/2012
FERPA for Higher Education Training, 11/30/12
Department of Police and Campus Security Active Shooter Training, 2/28/13
On Course I Workshop 8/13/13 – 8/15/13
Unlawful Harassment Prevention for High Education Staff, 12/20/13
Unlawful Harassment Prevention Supervisor Supplement for High Education Staff, 1/6/14
Professional Development Sessions, 8/19/14

- Rules for Student Engagement
- Lessons Learned from Adult Education
- Training & Awareness of the Emergency Mgmt Plan

SKILLS & ABILITIES

- Computer experience: Microsoft Word, Excel, PowerPoint, Access, Publisher, University Banner System
- Public speaking and presentation skills
- Relationship building with educational/community partners
- Supervisory experience
- Excellent verbal and written communication skills

COMMUNITY ACTIVITIES & INTERESTS

Billy T. Cattan Recovery Outreach Board Member
Rotary Club, Port Lavaca, TX
Rotary Club, Victoria, TX
Big Brothers, Big Sisters, Victoria, TX
Community Theatre Board Member, Victoria, TX
FAU Students with Disabilities, Volunteer, Davie, FL
United Way Campaign Manager, FAU Broward Campuses, Davie, FL