

Clishe N. Larke
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EDUCATION

Master of Education, Human Relations
Northern Arizona University Flagstaff, AZ

Bachelor of Arts in Sociology
Arizona State University Tempe, AZ

Associate of Arts in Sociology
Mesa Community College Mesa, AZ

PROFESSIONAL EXPERIENCE

2012-Current	Advisor	Houston Community College	Houston, TX
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Performed case management for SSA Navigator project. Provided ongoing support through comprehensive assessments, planning, implementation, and overall evaluation of individual student's needs. Addressed the special needs of new students by providing college advising, scheduling of classes, aiding students through the enrollment processes and guiding applicants to any of the various support services. Assisted with registration, orientation, workshops, and seminars. Assisted students in the acquisition, usage, and evaluation of information including, college guidelines, catalogs, and computer based guidance systems.

2012-Current	Adjunct Faculty	Houston Community College	Houston, TX
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Demonstrated skill and knowledge of the Psychology discipline. Developed and used a syllabus for each course within college, discipline, and departmental guidelines and submit one copy to the department chair. Planned, developed, and used a variety of teaching methods and materials that assist students in meeting course objectives and which are appropriate for students with differing educational and experiential backgrounds and learning styles. Kept accurate student records and submit related reports and forms within requested timelines. Demonstrated competence and interest in the use of technology in the classroom and willingness to explore new instructional methodologies.

2011-Current	Adjunct Faculty	Maricopa Community College	Tempe, AZ
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Provided individual and classroom instruction to a diverse population of students in a variety of online Sociology classes. Evaluated knowledge of subject matter taught and monitors students' scholastic records. Prepared and grades exams. Developed and enhanced knowledge of subject matter taught and individual training skills required to remain current with new trends and developments in the field and to promote the scholarship of teaching and learning through attendance at conferences, courses, seminars, and workshops.

2010-2011 Advisor Maricopa Community Colleges Chandler, AZ

Performed one-stop student service access to college support services for 600+ students each semester. Responsible for advising incoming and continuing students/ parents regarding academic and transfer degree programs. Facilitated student success by implementing college-wide strategies that help students stay on track to fulfill their educational goals such as iStart Smart. Provided pre-advisement sessions for all new students to the college. Participated in recruiting activities such as student orientation, Connect to your Major, and March Major Madness. Identified options for students to satisfy degree requirements through study plans.

2008-2010 Office Coordinator II Maricopa Community Colleges Chandler, AZ

Responsible for compiling and maintaining detailed faculty records for 300+ Dual Enrollment and Partnership instructors. Developed and maintained a database to track evaluated and processed transcripts for potential instructors. Submitted weekly reports to Faculty Department Chairs and Dual Enrollment Coordinator of courses staffed and instructor evaluation process status. Staffed over 1200 course sections with qualified faculty members each semester. Worked on a team to develop new marketing ideas for Dual Enrollment at the local high schools. Composed letters and certificates for management approval and signature.

2004-Current Guest Services Representative Marriott Chandler, AZ

Efficiently answered, distributed, and provided information to 150+ daily incoming calls using a multi-line switchboard. Identified and explained room features to guests; supplied guests with directions and information regarding property amenities, services, hours of operation, and local areas of interest. Made travel arrangements and sorted mail. Organized, confirmed, processed, and conducted all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Completed designated cashier and closing reports in the computer system. Responsible for training new employees. Ensured that any outstanding requests or problems from the previous day receive priority and are resolved.

