

# SILVIA GARCIA

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## PROFESSIONAL PROFILE

**Accomplished and results driven professional with 5+ years of continuous advancement and demonstrated ability to effectively start-up and operate a business in logistics, and impacting student success by providing real-world experience through class instruction.**

## ACHIEVEMENTS

- Actively pursuing a Doctorate degree in Educational Leadership. 59 credits completed, 3 credits remaining.
- Graduated among the top 5% of Master in Business Administration class of 2005 and Bachelor in International Business class of 2003.
- Organized and developed a successful business with domestic and international operations, **Bulldog Trucking & Logistics Inc.**, by applying a strong business model and using core business principles that resulted in growing gross revenues to six figures.
- Proven track record of working with diverse populations; academic, cultural, and socio-economic as an Academic Advisor of the Upward Bound Math and Science Program.
- Certified to provide on-line instruction.

## EDUCATION

*University of Phoenix* Houston, TX  
**Candidate for Doctor of Education in Educational Leadership** Present  
G.P.A. 3.55

*Research Performed:*  
"Assessment Goals and Assumptions", 2011  
"Contemporary Issues in Education", 2010  
"The Field of Adult Learning", 2009

*University of Texas at Brownsville* Brownsville, TX  
**Master in Business Administration** December 2005  
G.P.A. 3.75

*Tamaulipas Institute of Science and Higher Education* Matamoros, Mexico  
**Bachelor in Education (Math and Science)** July 2004  
G.P.A. 3.72

*Monterrey Institute of Technology and Higher Education* Monterrey, México  
**Bachelor in International Business** December 2003  
G.P.A. 3.8

## PROFESSIONAL EXPERIENCE

**Bulldog Trucking & Logistics, Inc.** Houston, TX  
Principal/Owner January 2006 – Present

- Start-up company specializing in transportation and logistics, with domestic and international operations.
- Develop and implement innovative business concepts to cultivate and expand the company.

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- Overseeing the development of company vision and long-term strategic planning.
- Managing all budget, financial, and fiscal operations.
- Responsible for developing and maintaining strong relationships with current and prospective clients.
- Providing complete, end-to-end logistics and trade solutions for customers.
- Hiring, training, and supervising 10 full-time employees.
- Developing and providing pricing strategies for services to current and prospective clients.
- Preparing bills of lading and other necessary paperwork on all freight processed.
- Coordinating Import/Export processes and documentation.
- Managing of contract services pertaining to warehousing and storage operations.
- Providing follow-up customer satisfaction with clients as needed.

**San Jacinto College**  
Academic Advisor

Houston, TX  
April 2008 – Present

- Responsible for assessing student needs, providing academic advising, developing prescriptions to meet students' individual development plans, facilitating services and activities leading to student's high school graduation and college matriculation, designing curriculum, and maintaining data on the progress of program alumni.
- Continuously implementing retention and recruiting strategies for programming.
- Accountable for career exploration program development and for disseminating knowledge and information about college/university admissions requirements.
- Establish working relationships with counselors and administrators from Sheldon, Galena Park, and Channelview school districts to develop and expand programs that meet student needs. Actively fostering meaningful interactions between high school students, teachers, parents and administrators to help accomplish this goal.
- Assist with designing curriculum for the program, train part-time instructional staff, and maintain data on the progress of program alumni.
- Contribute to the development and implementation of strategies for ensuring participation for enrolment in the Dual Credit and MECA programs.
- Assist in the development of partnerships with local companies and community leaders in order to develop and expand programs that meet student needs.

**Monterrey Institute of Technology and Higher Education**  
Enrollment Program Assistant

Monterrey, México  
January 2000-December 2003

- Monitored enrollment activities in order to meet enrollment goals and objectives for each term.
- Overseen the application process of the enrollees to ensure that applications are fully and properly completed.
- Tested and worked with software designers to establish a user-friendly environment for the student enrollment program.
- Identified operational malfunctions with new systems, reproducing, troubleshooting, and configuring the problems to pinpoint and implement solutions.

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## TEACHING EXPERIENCE

*Houston Community College*  
Adjunct Instructor

Houston, Texas  
August 2008-present

- Teach Business Administration, International Business, and Logistics courses to college-level students.
- Provide approximately 9 classroom hours of coursework per week, through online and hybrid class format.
- Assist students in achieving completion of objectives and learning outcomes.
- Teach material from approved curriculum in accordance with assigned schedule to ensure student satisfaction.
- Provide quality instruction and regular and timely feedback to students.
- Advise students in matters related to academics, attendance, and behaviors.
- Make use of various teaching strategies to manage the classroom environment.
- Motivate student to actively participate in all aspects of the educational process.
- Use BlackBoard Course Management System for distance learning and Peoplesoft Learning Management System for academic record keeping.
- Maintain and report student grades and attendance in accordance with college policies.
- Participate in school retention initiatives by maintaining productive conduct with students and by getting in touch with and offering assistance to absent students.
- Assist with making recommendations to the Department Chair regarding curriculum deletions, additions, or revisions.

**San Jacinto College**  
Adjunct Instructor

Houston, TX  
August 2009-present

- Teach International Business and Logistics courses to college-level students.
- Provide approximately 3 classroom hours of coursework per week, through online and hybrid class format.
- Assist students in achieving completion of objectives and learning outcomes.
- Teach material from approved curriculum in accordance with assigned schedule to ensure student satisfaction.
- Provide quality instruction and regular and timely feedback to students.
- Advise students in matters related to academics, attendance, and behaviors.
- Make use of various teaching strategies to manage the classroom environment.
- Motivate student to actively participate in all aspects of the educational process.
- Use BlackBoard Course Management System for distance learning and Peoplesoft Learning Management System for academic record keeping.
- Maintain and report student grades and attendance in accordance with college policies.
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## PRESENTATIONS & WORKSHOPS

- Training on Strategies for Outreach and Intervention Recruiting and Serving Hard to Reach Populations; 2012
- Guest Speaker, Student Chamber of Commerce Spring Conference at Houston Community College, 2011.
- Training on Student Financial Aid, and College and University Admissions Policies and Procedures, 2011.
- Guest Speaker, Entrepreneur Day Seminar at Houston Community College, 2010.
- Training on Budget Management and the Legislative and Regulatory Requirements for the Operation of the Federal TRIO Programs, 2010.
- 28th and 29th Annual Conference, Council for Opportunity in Education; 2009, 2010.
- International Business and Logistics Conferences at San Jacinto College; 2008, 2009, 2010, 2011, 2012.
- Training to Improve Recordkeeping, Reporting of Student and Project Performance, and the Rigorous Evaluation of Project Performance in order to Design and Operate a Model TRIO project; 2009.
- Training on Assessment of Student Needs, Proven Retention and Graduation Strategies, and the use of Educational Technology in order to Design and Operate a Model TRIO project; 2008.

## PROFESSIONAL MEMBERSHIPS & LEADERSHIP ACTIVITIES

- Member, Transportation Club of Houston, 2009 - Present
- Member, North Channel Chamber of Commerce, 2009 - Present
- Member, Hispanic Women in Leadership (HWIL), 2007 - Present

## HONORS & AWARDS

- Awarded 1<sup>st</sup> Place in *International Business Project Competition*, University of Texas at Brownsville, 2005.
- Recipient of **Honorable Mention for Excellence Award**, Monterrey Institute of Technology and Higher Education, 2003.
- Recipient of **High Academic Achievement Award**, National Center for Higher Education Assessment (CENEVAL), 2003.