

# Trisha Garza

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## EDUCATION

### **Master of Higher Education Administration**

The University of Texas at San Antonio

Projected Graduation: Fall 2022

### **Bachelor of Arts in Criminal Justice**

The University of Texas at San Antonio

Spring 2015

## WORK EXPERIENCES

### **UTSA Najim Center**

*Research Graduate Assistant*

September 2021 – Present

- Created, lead and facilitated projects for student success, coordinated efforts that promote student involvement to retain students, and foster campus connection
- Collaborated with students, staff, faculty, and projected stakeholders on projects and programming
- Assist with programming, outreach/training, advising, and communications/administrative duties

### **SAISD Foundation**

*Post-Secondary Navigator*

June 2021 – Present

- Tracked outreach, successful contact, postsecondary plans, and referrals made for 100-125 graduates.
- Developed transitional plans to include but not limited to academic and career goals, internship/externship, employment, and higher education opportunities.
- Arranged and coordinated with local community colleges and universities admissions office, community agencies, and local employers to assist students with resources and support.

### **Girls Inc. of San Antonio**

*College Access and Workforce Success Coordinator*

January 2020 – June 2021

- Coordinated and assisted with special events, fundraised/outreach to projected donors
- Produced programming, implemented workshops for professional development, college/career readiness
- Trained and facilitated virtual/in-person interns in resume revisions and college and career exploration

*Facilitator*

October 2019 – January 2020

- Planned, developed, and delivered high-quality programming, covering healthy living, strengthening self-confidence, and cultivating positive communication

### **Family Violence Prevention Services**

*Program Interim Coordinator*

January 2019 – May 2019

- Supervised and trained Program Assistant; interview volunteers and interns and oversee paid facilitators
- Planned and coordinated special events with community partners, track and inputted financial records
- Assisted with monthly reports, statistics, and data entry for grants and assessments

*Program Support Specialist*

January 2016 – January 2019

- Tracked and managed contract correspondence with Child Protective Services
- Model and train appropriate curriculum implementation and behavioral management

## Clifton Strengths

- Adaptability
- Ideation
- Futuristic
- Relator
- Maximizer