

# TRESSEY WILSON

1730 5<sup>th</sup> Street, Hempstead, Texas 77445

(979) 826-9854 Office

(713) 899-2030 Cell

tdwilson@pvamu.edu

## INTRODUCTION

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Overall experience of 15 years as an Administrator at Prairie View A&M University where I have grown in leadership and customer service skills. I continue to seek challenging opportunities to grow and advance into a stronger leader within the university.

## EXPERIENCES

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<b>1994-Present</b>	<b>Prairie View A&amp;M University</b>	<b>Prairie View, TX</b>
	<i>Assistant Vice President-Auxiliary Enterprises</i>	2008
	<ul style="list-style-type: none"><li>■ Student Center Operations</li><li>■ University College (American Campus Communities)</li><li>■ University Village (American Campus Communities)</li><li>■ Immediate Assistant to Director of Auxiliary Services</li><li>■ Assist with development and implementation of polices</li><li>■ Budget implementation &amp; creation</li><li>■ Liaison food service contractor</li><li>■ Supervise office staff</li><li>■ Maintain work schedules</li></ul>	
	<i>Assistant Director-Auxiliary Services</i>	2003-2007
	<i>Interim Director-Auxiliary Services</i>	2004-2007
	<ul style="list-style-type: none"><li>■ Assist with development and implementation of polices</li><li>■ Manage parking and shuttle service</li><li>■ Supervise student registration process</li><li>■ Maintain work schedules</li></ul>	
	<i>Manager-Student Services</i>	1997-2003
	<ul style="list-style-type: none"><li>■ Manage Auxiliary operations in absence of Director</li><li>■ Manage, repair and upgrade University Card Access System</li><li>■ Supervise student registration process</li><li>■ Assist with development and implementation of polices</li><li>■ Liaison between university and vendors</li><li>■ Records retention</li><li>■ Supervise students</li><li>■ Supervise staff</li><li>■ Purchase requisitions for campus dining</li></ul>	
	<i>Staff Assistant-Auxiliary Services</i>	1994-1997
	<ul style="list-style-type: none"><li>■ Manage, repair and upgrade University Card Access System</li><li>■ Provide outstanding customer service to parents and university students during registration</li></ul>	

- Provide outstanding customer service to faculty and staff
- Maintain department log and records of undergraduate and graduate students entering Prairie View
- Assist with student registration process

EDUCATION

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Prairie View A&M University, <i>Prairie View, TX</i>	<i>1997</i>
Masters of Education, Early Childhood Education	
Prairie View A&M University, <i>Prairie View, TX</i>	<i>1994</i>
Bachelors of Business, Administration and Marketing	

SKILLS

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Microsoft Suite 2007, Internet & Web Design, Coral Draw, Lotus, SIS, FAMIS, Banner, Canopy, Validine System, 10 key by touch, Typing (60+WPM), All office machines

ORGANIZATIONS

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Zeta Phi Beta Sorority, Inc., Church Youth Director, Texas Parking Association, NACCS, Order of Eastern Star

REFERENCES

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Available upon request