

ANTONIA SALDIVAR

General Studies Department
Instructor/Department Chair
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EDUCATION:

Master of Education in Instructional Technology, Texas Tech University, Anticipated Graduate Date: August 2011

Bachelors of Applied Technology (Workforce Leadership and Supervision), University of Texas at Brownsville, 2006

Associates of Applied Science Degree, Legal and Administrative Secretary, Texas State Technical College, 1998

PROFESSIONAL QUALIFICATIONS:

8/09- Present: Texas State Technical College Harlingen Campus
Instructor/Department Chair, General Studies Department, Duties include: Supervise the day to day activities of the program. Responsible for hiring, supervising, and evaluating faculty and support staff. Oversee the department's budget and inventory. Responsible for the evaluation of the program and course scheduling. Prepare instructional and evaluation materials. Coordinate advisement services for the Academic Division.

03/08 – 8/09: Texas State Technical College Harlingen Campus
Instructor/Department Chair, Business Office Technology Department, Duties include: Supervised the day to day activities of the program. Responsible for hiring, supervising, and evaluating faculty and support staff. Managed the department's budget and inventory. Evaluated the program and course scheduling. Designed and implement training programs. Participated in curriculum and revision projects, as well as committee and recruiting activities. Prepared instructional and evaluation materials. Taught a variety of program courses. Coordinated advisement services for the Business/Office Technology Department.

05/07 – 03/08: Texas State Technical College, Harlingen Campus
Assistant Department Chair/Instructor, Business Office Technology Department, Duties include: Supervised the day to day activities of the program. Responsible for hiring, supervising, and evaluating faculty and support staff. Managed the department's budget and inventory. Evaluated the program and course scheduling.

Designed and implemented training programs. Participated in curriculum and revision projects, as well as committee and recruiting activities. Prepared instructional and evaluation materials. Taught a variety of program courses. Coordinated advisement services for the Business/Office Technology Department.

11/03- 05/07: Texas State Technical College, Harlingen Campus
Instructor, Duties included: Taught courses in the Legal Administrative Assistant Program, computer literacy, Keyboarding, and Records Management. Was in charge of advising the legal administrative assistant students on which academic and program courses to take each semester. Attended recruiting functions on behalf of the Business Office Technology Department.

INDUSTRY WORK EXPERIENCE:

01/06-08/06: PDQ Couriers, San Benito, Texas, Public Relations, Duties included: Supervised three (3) staff members. Developed positive and productive working relationships with clients. Handled Accounts Payable, Accounts Receivables, and Billing.

08/01-11/03: Law Office of Mark E. Sossi, Brownsville, Texas, Legal Assistant, Duties included: Managed law office. Kept litigation calendar. Prepared draft pleadings, motions, notices, discovery request/responses, correspondence, and reports to clients for the attorney's review. Prepared mediation, trial and hearing notebooks. Prepared travel arrangements. Conducted DCC/Trial settings with the court (state, federal, and court of appeals). Coordinated meetings with multiple parties and courts on a regular basis. Conducted client investigative interviews and maintained general contact with clients. Handled inventory, accounts payable, accounts receivable, and billing.

COURSES APPROVED TO TEACH:

HRPO 1311: Human Relation

This course offers students practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. A focus of the course will be on the knowledge and application of critical thinking and learning strategies integrated with computer literacy components to produce an electronic portfolio. Students will become familiar with basic computer applications, including word processing, spreadsheets, presentation graphics, e-mail, and utilization of the internet. An emphasis on career understanding and development will be demonstrated through course content and activities utilizing a variety of instructional methods including case studies, team projects and service learning opportunities. This course is designed for first year students in technical programs.

ITSC 1309: Integrated Software Applications

The integration of the most popular application software utilized for business productivity. Application software includes word processing, spreadsheets, databases, and/or presentation software.

POFT 1227: Intro to Keyboarding

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch.

POFT 1329: Beginning Keyboarding

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 2331: Administrative Systems

Advanced concepts of project management and office procedures utilizing integration of previously learned office skills.

POFI 2301: Word Processing

Word processing software focusing on business applications. Emphasis on the use of text editing features to produce business document.

POFT 1319: Records and Information Management

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.