

TRESSEY WILSON

1730 5th Street, Hempstead, Texas 77445

(979) 826-9854 Office

(713) 899-2030 Cell

tdwilson@pvamu.edu

INTRODUCTION

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

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

- 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

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

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

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

REFERENCES

Available upon request