

LISA D. MERRITT

2727 Treble Creek #1226
San Antonio, Tx 78258

210.884.3874
llisadmerritt@att.net

Education:

Master of Arts in History, 4.0 GPA August, 2013
Texas State University-San Marcos, San Marcos, TX.

Bachelor of Arts in History, *summa cum laude* May, 2010
Texas State University-San Marcos, San Marcos, TX.

Summary of Qualifications:

- Exceptional communication skills— able to engage diverse audiences and effectively convey complicated information
- Exemplary work-ethic— team-oriented, student-focused, able to work both independently and in a collaborative group
- Excellent decision-making and problem-solving abilities— capable of prioritizing successfully to meet divergent demands and deadlines; proven ability to obtain, analyze, and synthesize complex material

Professional Experience:

Academic Advisor II, Social Sciences Advising, UTSA January, 2016-present

- Manage caseload information for 400+ students, including degree plans, student petitions and requests, and departmental audits
- Advise undergraduate students on course selection, degree-specific requirements and procedures, and university policy
- Assist students in evaluating academic abilities, establishing and accomplishing academic goals and objectives, and exploring career options
- Identify at-risk students and design program for academic improvement
- Maintain student information throughout the various technological platforms, including BANNER, CRM, EAB/Student Success Collaborative, and Degree Works
- Collaborate with departments to revise and update degree requirements as necessary
- Serve as office liaison for Department of Psychology and Department of Political Science
- Majors advised: Political Science, Politics & Law, Global Affairs, Geography and Environmental Sustainability, Psychology, Sociology, Anthropology, and Communication

Academic Adviser I, Social Sciences Advising, UTSA October, 2013-January, 2016

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- Assist students in evaluating academic abilities, establishing and accomplishing academic goals and objectives, and exploring career options
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- Majors advised: Psychology, Sociology, Political Science, and Communication

Instructional Assistant Department of History, Texas State University August, 2010- May, 2013

- Work with students in both on-on-one and group settings to assist them in understanding course material
- Present lecture material
- Evaluate and grade exams and writing assignments; return assignments to students in accordance with established deadlines
- Schedule and maintain regular office hours to meet with students
- Maintain class records including attendance and grades

Professional Activities & Accomplishments:

UTSA:

- **Scholarship Development**
 - Collaborated with UTSA's fellowship advisor to design a program to connect high-achieving but underserved students with scholarship development resources and academic opportunities
 - Presentation accepted for NACADA's Region 7 conference: *Flipping the Script: Using intrusive advising to foster self-determination in high-achieving students*
- **Partnership for Academic Success**
 - Designed program to identify at-risk students and guide them to improved academic performance
 - Secured collaboration of university programs (Tomás Rivera Center) and support of university administration
 - Led the initial implementation & managed ongoing program including data management and communication with advisors, collaborating offices, university administration, and student participants
- **Orientation**
 - Led office freshman & transfer orientation; updated & maintained orientation materials (student lists, power points, degree plans, milestones, outreach emails); led committee in designing orientation presentation; led weekly presentations to incoming freshmen; managed communications with incoming students
- **Professional service activity**
 - AAC (Academic Advising Council), Social Sciences Advising delegate 2013-14
 - Strategic Planning Group
 - Advising-wide series of discussion groups to produce a strategic plan for advising, identify best practice, and advocate for the advising community in the university system
 - UTSA Staff Council, member 2014-15
 - Chair, Issues Committee
 - EAB/SSC workflow committee

Additional Skills:

- Prior to returning to school in 2008, I worked for many years in the restaurant industry. While this may seem like tangential experience at best, it taught me to work with diverse groups of people in a fast-paced environment while maintaining lines of communication and meeting often-competing priorities. Throughout my career in the restaurant industry, I successfully led teams, managed employees, and mentored more novice employees. In addition, for many years I maintained my own private catering business, which requires attention to detail, time management, and exemplary customer service and follow-through.
- Academic technology platforms: BANNER, CRM, DEGREE WORKS, EAB/ Student Success Collaborative, Blackboard