

CURRICULUM VITAE

Maria D. Garcia

EDUCATIONAL BACKGROUND

1. **Master of Arts**, University of Houston-Clear Lake, August 2009. Major Area: Cross-Cultural Studies
2. **Bachelor of Arts**, University of Houston-Clear Lake, December 2006. Major Area: Humanities-Pre Law

POSITIONS IN HIGHER EDUCATION

1. **2018-Present: Director of Purchasing and Contracts, Lamar State College Port Arthur**

Responsible for reviewing and processing requisitions for compliance with applicable policies, laws, and regulations. Review and approve state vouchers for correctness. Serve as campus historically underutilized business coordinator and attend HUB forums. Write specifications and issue bids as required by the Statewide Procurement Division. Ensure annual service contracts are in place for each fiscal year for the campus. Conduct purchasing seminars for potential vendors. Serve as the campus risk manager, maintains and manages program/committees. Ensures compliance with Minors on Campus Training. Participate actively in the construction projects of the college. Responsible to complete the reporting that take place on the Economic Development Administration Grants that the college has been recipient of in the last two years. Supervises the Purchasing Assistant for the department. Responsible for Completing the purchasing and HUB reports to the Texas Comptroller of Public Accounts for the college and the Texas State University System. Oversee the operations of the Seawall Café on campus.

2. **2020-Present: Sociology Instructor, Lamar State College Port Arthur**

Responsible for online instruction of SOCI 1301: Introductory Sociology. Responsible for daily, weekly, and scheduled performance evaluations. Responsible for accurate record keeping of attendance, work performance and curriculum alignment. Responsible for timely completion and submission of related course documents including attendance verification, administrative summons, and course grades. Responsible for planning course projects and establishing course goals according to time restraints of each term, and accomplished results of previous terms.

3. **2017-2019: Sociology Instructor, Lee College**

Responsible for online instruction of SOCI 1301: Introductory Sociology. Responsible for daily, weekly, and scheduled performance evaluations. Responsible for accurate record keeping of attendance, work performance and curriculum alignment. Responsible for timely completion and submission of related course documents including attendance verification, administrative summons, and course grades. Responsible for planning course projects and establishing course goals according to time restraints of each term, and accomplished results of previous terms.

4. **2017-2018: Director of Purchasing and Contracts, Lamar State College Orange**

Responsible for reviewing and processing requisitions for compliance with applicable policies, laws, and regulations. Review and approve state vouchers for correctness. Serve as campus historically underutilized business coordinator and attend HUB forums. Write specifications and issue bids as required by the Statewide Procurement Division. Ensure annual service contracts are in place for each fiscal year for the campus. Conduct purchasing seminars for potential vendors. Responsible for completing the purchasing and HUB reports to the Texas Comptroller of Public

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Accounts for the college and the Texas State University System. Served as the Procurement Card Administrator for the campus.

5. **2017-2018: Coordinator of Student Activities and Title IX Deputy Coordinator, Lamar State College Orange**

Responsible of developing goals and objectives on an annual basis for the department. Conducted periodic evaluations of department operations, including personnel, student activities, student organization procedures and use of resources. Planned and coordinated educational and social activities with student organizations, campus faculty and staff, professional artists, and outside agencies. Assisted student organization sponsors and officers in training members to develop social responsibility, citizenship and leadership. Served as the advisor for the Student Government Association and work with students on a daily basis. Established and maintain current files on all activities of campus organizations. Compiled information into monthly and yearly campus activity calendar and keep information current. Developed and maintain the budget for the department and work in conjunction with student organizations in the development of activity budgets and their presentations to budget hearing committee. Supervised the Program Assistant II and three student workers. Supervised all operations of the Student Center, including the scheduling of rooms for students, faculty, alumni and the community. Served on the Community Service Assessment Team Committee. Served as the Title IX Deputy Coordinator.

6. **2010-2014: Instructor, Lee College**

Responsible for instruction of several courses including team teaching. Responsible for daily, weekly, and scheduled performance evaluations. Responsible for accurate record keeping of attendance, work performance and curriculum alignment. Responsible for timely completion and submission of related course documents including attendance verification, administrative summons, and course grades. Responsible for planning course projects and establishing course goals according to time restraints of each term, and accomplished results of previous terms. Courses Taught: EDUC 1300: Learning Frameworks; HUMA 1301: Introduction to the Humanities; HUMA 1305: Introduction to Mexican-American Studies; and SOCI 1301: Introductory Sociology. Was involved in other campus activity including: the Puente Mentoring Program; assisted in recruiting students to the Puente Mentoring Program; coordinated Puente field Trips; and assisted in Puente campus events. Team taught the following Puente courses: EDUC 1300 and ENGL 1301; LSSS 300 and ENRD 402; HUMA 1305 and ENGL 1301; and HUMA 1305 and ENGL 1302.

INSTRUCTIONAL EXPERIENCE

1. Credit courses at Lamar State College Port Arthur include:
 - a. Introductory Sociology (SOCI 1301)
2. Credit courses at Lee College include:
 - a. Introductory Sociology (SOCI 1301)
 - b. Learning Frameworks (EDUC 1300)
 - c. Introduction to the Humanities (HUMA 1301)
 - d. Introduction to Mexican-American Studies (HUMA 1305)