

CHUCK LAMAR

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PROFESSIONAL SUMMARY

Proactive and flexible Strategic Communication professional driven to developing and modifying content to meet the needs of participants using innovative technology solutions.

SKILLS

- Operational assessments
- Intuitive people management skills
- Multi-tasking
- Project management
- HTML and CSS
- Adobe Premiere Pro
- Microsoft Office Suite
- Technology training

WORK HISTORY

07/2014 to Current

Student Development Specialist

Texas State University – San Marcos

- Developed and executed project work plans for deployment of a major software update for 80 advising staff.
- Designed strategic communication plan to support increased engagement with a cohort of over 5,000 students.
- Organized and created software training for advising staff and graduate assistants regarding everyday technology tools.
- Increased inter-department communication and data sharing.
- Identified assessment process inefficiencies through research and analysis.
- Conducted end-user performance testing and analysis of advising technology updates.

03/2014 to 07/2014

Academic Advisor I

Texas State University – San Marcos, Texas

- Provided academic advising for PACE first year students.
- Led the reorganization of the PACE probation program after the analysis and evaluation of program needs.
- Created a pre-advising worksheet (organizational form), provided to over 10,000 students to help them take an active role in planning for their appointments.
- Demonstrated an attention to detail in reforming the Undergraduate Change of Curriculum form for first-year students.

07/2013 to 03/2014

Inside Sales Representative

Dell – Round Rock, Texas

- Responsible for mentoring new Dell sales agents and training them on current sales strategies and initiatives in order to ease their transition from the classroom to the sales floor.
- Flexible in achieving changing sales goals and Dell objectives in a highly competitive, driven area of the market.
- Assisted a wide range of customers from basic computer needs all the way up to small business start up.

EDUCATION

2012

Bachelor of Arts: International Business

Texas State University - San Marcos

Current

Master of Arts: Communication Studies

Texas State University - San Marcos, Texas

