

Fabia Mendez

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EDUCATION

Sam Houston State University - Huntsville, TX

Master of Science in Security Studies (Criminal Justice) - August 2011, GPA: 3.91

Sam Houston State University - Huntsville, TX

Bachelor of Arts in Criminal Justice & Political Science - May 2009, GPA 3.29

Majors: Criminal Justice and Political Science

Minor: Arabic and Middle Eastern Studies

PROFESSIONAL EXPERIENCE

Undergraduate Programs Coordinator

January 2011 - Present

Sam Houston State University, College of Criminal Justice

Huntsville, TX

- Oversee degree plans for approximately 2,900 Criminal Justice majors
- Manage and participate in recruitment programs through high schools, junior colleges, and professional associations
- Provide retention services and coordinate orientation sessions for prospective students
- Advise and coordinate programs and organizations for students
- Develop and coordinate college speaker series
- Coordinate and Direct Summer Camp Programs for high school students
- Supervise and manage 2 full-time Academic Advisors and 2 part-time Student Assistants
- Serve as committee member for development of additional undergraduate majors and programs
- Help to coordinate Dual Degree and Exchange student programs with International Student Office
- Deliver assistance in semester class schedule planning and creation
- Advise current and prospective students regarding academic programs and curriculum

Adjunct Instructor

College of Sciences, Sam Houston State University

August 2011 - Present

UNIV 1301 - Introduction to Collegiate Studies

Huntsville, TX

- Develop curriculum; including lesson plans, assignments, tests, and lectures
- Implement the use of campus 'Common Reader' novels into classroom lesson plan
- Create and supervise student Civil Engagement through Community Service projects
- Work with Freshman 'First Year Experience' cohort of Criminal Justice majors
- Introduce students to career opportunities within the Criminal Justice System

College of Criminal Justice, Sam Houston State University

January 2013 - Present

CRIJ 2361 - Introduction to the Criminal Justice System

Huntsville, TX

- Select textbook, develop curriculum; including lesson plans, tests, and lectures

College of Criminal Justice, Sam Houston State University

January 2013 - Present

CRIJ 2362 - Criminology

Huntsville, TX

- Select textbook, develop curriculum; including lesson plans, tests, and lectures
- Work with Freshman 'First Year Experience' cohort of Criminal Justice majors

College of Criminal Justice, Sam Houston State University

August 2013 - Present

CRIJ 3394 - Global Terrorism and Homeland Security

Huntsville, TX

- Manage online course; including discussions, quizzes, tests, and assignments

Graduate Assistant (Undergraduate Advisor)

May 2009 - January 2011

Sam Houston State University, College of Criminal Justice

Huntsville, TX

- Advised current and prospective students regarding academic programs and curriculum
- Managed Graduate Admissions records and files
- Served as customer service representative for prospective graduate students

Research Assistant

December 2001 - August 2008

Sam Houston State University, College of Criminal Justice

Huntsville, TX

- Assisted in gathering open-source data of terrorist groups and activities

ORGANIZATIONAL INVOLVEMENT

SHSU Alpha Phi Sigma (Criminal Justice Honor Fraternity)2007 - Present

- President2007 - 2008

SHSU College of Criminal Justice AmbassadorsSpring 2013 - Present

- AdvisorSpring 2013 - Present

SHSU Sigma Sigma SigmaFall 2006 - Present

- TreasurerSpring 2007 - Fall 2008
- Programs ChairFall 2006 - Spring 2007

COMMITTEE INVOLVEMENT

UNIV 1301 Textbook SelectionFall 2012 - Spring 2013

Forensic Anthropology Major CreationSummer 2013 - Present

ACADEMIC ACHIEVEMENTS AND AWARDS

Pi Sigma Alpha (Political Science Honor Society)Spring 2007 - Present

Order of Omega (Greek Honor Society)2007 - 2009

Alpha Lambda Delta National Honor SocietyInducted Spring 2006

Who's Who Among Students in American Universities & CollegesFall 2007

PROFESSIONAL REFERENCES

Available upon request