

# TRINA STRANGE

323 PRESTON ROAD  
RICHARDS, TX 77873  
TRINA.STRANGE@GMAIL.COM  
936-661-5256

## EDUCATION

### English and General Business, Bachelor of Arts

August 1998

Sam Houston State University, Huntsville, Texas

GPA 3.0

Specialized in verbal and written communication using literary content as a basis for communicating as well as grammar and technical writing. Minor specialization in Finance, Accounting and Management.

## EXPERIENCE

### Director of Finance & Admin Support

June 2015 - present

Sam Houston State University, Huntsville, TX

Provide day-to-day management and operational direction for the budget and administrative team for SHSU Online. Our team is also responsible for overseeing all operations and budgets for SHSU Online pertaining to procurement, inventory control, travel, personnel and online stipends for faculty. I also serve as the assistant to the Associate Vice President by assisting with his calendar, meetings, travel, etc.

### Assistant to the Associate Vice President for Distance Learning

October 2011 – June 2015

Sam Houston State University, Huntsville, TX

Assisted the Associate Vice President of Distance Learning by offering support in setting meetings, maintaining his calendar, coordinating events, and coordinating committees. Provide the day-to-day management and operational direction for the budget and administrative team for SHSU Online. Our team is also responsible for overseeing all operations and budgets for SHSU Online.

### Administrative Coordinator

July 2009 – October 2011

Sam Houston State University, Huntsville, TX

Assisted the Associate Vice President of Distance Learning by offering support in setting meetings, maintaining his calendar, coordinating events, and coordinating committees. Serve the department by providing procurement, travel, and personnel support to employees within the Distance Education and Learning Technologies for Academics (DELTA). Provide support to campus by answering tech support calls with online courses and/or problems with on-campus equipment in classrooms.

### Secretary III

May 1994 – June 2009

Sam Houston State University, Huntsville, TX

Assisted the Chair of English in tracking departmental budgets, procurement, personnel, travel,

degree plans, and accepted graduate students into the graduate programs. Served on numerous committees throughout my tenure in the department.

## **Secretary II**

June 2009 – September 2010

**Sam Houston State University**, Huntsville, TX

Served as the assistant to the Chair of English. Maintained the budget for the department, processed procurement, travel and personnel documents for the faculty and staff. Advised undergraduate students. Ordered textbooks for faculty through bookstores. Organized and entered faculty schedules.

## **AWARDS**

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Golden Key Honor Society – 1998

English Honor Society (Sigma Tau Delta) - 1998

President's Staff Excellence Award, SHSU – 2000

College of Humanities & Social Sciences Staff Excellence Award, SHSU – 2005-06

Distinguished Alumna Award, Sigma Tau Delta (English Honor Society) – 2005-06

## **ACTIVITIES**

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Former SHSU Staff Council Secretary

Former SHSU Sigma Tau Delta, English Honor Society, President/Secretary

Former President and Member of International Hispanic Association