

Clint Lockwood
1905 University Ave
Huntsville, TX 77340
P: 936.294.1860
clockwood@shsu.edu

EXPERIENCE

Visitor Services Director Sam Houston State University June 2009-present

- Facilitate day-to-day operations of the Visitor Services Department
- Supervise Visitor Services staff - 25 students, 1 graduate assistant & 8 professional staff members
- Responsible for developing and maintaining budget
- Direct and oversee Mobile GO Center activities
- Coordinate staff development and training
- Design and produce Visitor Center publications
- Oversee the biannual Campus Preview Days
- Maintain Visitor Services website

Asst. Dir. of Orientation/Counselor Sam Houston State University Sept 2007-May 2009

- Provided program assistance for orientation and new student programs
- Program design/implementation
- Supervised student staff
- Assisted with databases, reports, & registration for events
- Conducted duties of Admission Counselor
- Effectively gave presentations to prospective students on all aspects of Higher Education
- Responsible for driving and operating 1 ton truck and 42 ft trailer

Admission Counselor Sam Houston State University Dec 2006-Aug 2007

- Responsible for translating the goals and values of the University to prospective students
- Participated in activities involving the projection of the University's image to the public
- Assisted in the student's transition into higher education
- Reviewed applications for admissions and made decisions on admittance or denial to the University

Location Manager Advantage Rent-A-Car Jan 2006-Dec 2006

- Identified and responded to changes in customer's needs & expectations
- Primary leader in prospecting, targeting, calling on, & closing/signing of all accounts
- Responsible for overseeing the day-to-day operations of the rental location
- Counseled employees as needed for company employee and/or rental policy violations
- Responsible for overseeing the training and development of team members at location
- Supervised a staff of two associates and one car prep attendant

Sales Associate Advantage Rent-A-Car Dec 2005-Jan 2006

- Assisted in generating and increasing business to maximize the profitability of the location
- Other location responsibilities as needed, including capturing reservations & renting/checking-in vehicles

Camp Director /Sports Coordinator Huntsville YMCA May 2004-Jan 2005

- Supervised 12 Staff Members
- Coordinated activities for 50-100 children
- Created rosters, schedules, & game day brackets
- Coordinated practices and games
- Raised Funds

Site Director Huntsville YMCA Aug 2002-May 2004

- Supervised 30-35 kids daily
- Collected and organized payments
- Coordinated activities
- Oversaw actions of two staff members

EDUCATION

Sam Houston State University, Huntsville, TX December 2005

- Bachelor of Business Administration