

Manuela Cantu, Program Assistant for Center Activities

Email: manuela.cantu@utrgv.edu; Tel. (956) 665-8878

Education:

- High School Diploma, La Joya High School, La Joya, TX, 1996

Employment History:

- **2019-Present (4 years), Program Assistant**, University Transportation Center for Railway Safety (UTCRS), The University of Texas Rio Grande Valley (UTRGV), TX
Duties and Responsibilities: Assist the UTCRS Director in managing the daily operations of the center and provide support to students, faculty, and the parents of students participating in the STEM Summer Camps. Assist the Director in the financial reporting of the center and ensure that institutional, state, and federal guidelines and procedures are followed. Responsibilities include the following:
Administrative: Assist the UTCRS director in managing the daily operations of the center and provide support to students, faculty, visiting scholars, and visitors. Disseminate center information to colleges, departments, and students and other stakeholders. Work with the advisement office, scheduling, graduate college, the bookstore, veteran's office, registrars, accounts payable, and purchasing. Such offices have a regular need for information and clarification. Organize and maintain filing systems for employees, students, and faculty researchers. Receive, sort, and distribute mail. Prepare forms and memos for the signature of the director. Download and compose data reports. Reserve rooms and coordinate events. Create flyers and online registration forms for the different educational and outreach activities of the UTCRS. Coordinate student trainings and ensuring that all UTCRS students are current with all their university required trainings. Work with the Center Director and the consortium partners to collect, maintain, and document all key center performance metrics and center assessment and evaluation reports.
Financial: Assist the UTCRS director in overseeing the center budget, monitor departmental spending and the various sources of funding. Ensure salary payments are correct for faculty and graduate and undergraduate assistants involved in the center activities. Process CPAFs and hiring proposals for faculty and students. Financial responsibilities also include creating purchase orders (POs), travel requests, verifying receipts and invoices, and encumber/disencumber POs. Other duties include contacting vendors for quotes, returns, invoicing and payment collection, and tracking monthly salaries and timecards.
Event Coordinator: Serve as event coordinator for STEM summer camps hosting 1300 K-12 students and over 100 teachers, workshops, symposiums, and a variety of workforce development and outreach events. These events require agenda preparation, dissemination of invites and flyers, maintaining student and teacher information, making room reservations, development of registration forms and survey questionnaires, confirming attendance and participation, ordering food, registering students and teachers, answering questions, providing additional assistance, and making special arrangements. Center events include inviting guest speakers, panelists, and industry and government recruiters. Events also entail obtaining

authorization for off campus visitors, travel arrangements, preparing itineraries, and reservation of rooms and conference spaces.

Hiring: Compile hiring packages for graduate and undergraduate assistants and visiting scholars. Track their monthly salaries/timecards and ensure all students and staff employees complete their institutionally required trainings.

Travel: Book flights, hotels, and car rentals and make arrangements for the director, faculty, and students to travel to conferences, symposiums, and research sites. Facilitate and assist center visitors with their travel plans. Submit reimbursement requests to reimburse travel expenses.

Website & Social Media Manager: Assist the center designated IT specialist with managing and maintaining the center website, email, LinkedIn, and Facebook accounts. Assist with all center outreach efforts including community engagement events and educational workshops and trainings. Advertise scholarships, fellowships, internships, summer research experiences, career opportunities, and information provided by industry and government recruiters.

- **2007-2015 (8 years), Service Coordinator, Rio Grande Regional Hospital, McAllen, TX**

Duties and Responsibilities: Performed receptionist duties. Handled calls and promptly forwarded them to the appropriate personnel among 40 employees. Responsible for scheduling meetings for all employees; escort visitors to staff members' offices and provide hospitality service arrangements as requested by staff. Compose and distribute inter-departmental memorandums (e-mail, written, and voice) ensuring timely delivery and receipt of important information while maintaining confidentiality. Established and maintained electronic records management system for all incoming and outgoing correspondence. Entered data in the payroll computing system. Confirmed the data entries by referring to the production schedules, time sheets, and conversing with employees and supervisors. Maintained and update all payroll records.

- **2002- 2003 (2 years), Purchasing Manager, Mexican Snacks, Harlingen, TX**

Duties and Responsibilities: Responsible for supervising purchasing agents. Negotiated short-term agreements with key suppliers. Coordinated with marketing departments for purchasing projects. Responsible for all purchasing operations of the company.

Relevant Job Skills:

Highly experienced in all university guidelines and procedures, immigration regulations, scholarship and fellowship processing, and account reconciliation. Bilingual, fluent in Spanish and English. Expert in the use of Excel, Word, Adobe, PowerPoint, Outlook, PeopleSoft and iShop.