

DEBOSE, KRISTI

EDUCATION

M.A. SAM HOUSTON STATE UNIVERSITY-HUNTSVILLE, TX
COUNSELING-AUGUST 2013

B.A. SAM HOUSTON STATE UNIVERSITY-HUNTSVILLE, TX
MASS COMMUNICATIONS-MAY 2011

EXPERIENCE

ASSISTANT ACADEMIC ADVISOR, Student Advising & Mentoring (SAM) Center, *SAM HOUSTON STATE UNIVERSITY, Huntsville, TX*

03/17-present

- Advises enrolled and prospective students regarding academic programs and curriculum
- Maintains student files that are updated throughout their academic careers and makes changes as needed.
- Provides retention advice to students on probation.
- Assists with resolving academic issues
- Analyzes and processes degree plans and degree exceptions

GRADUATE RECRUITER, *GRADUATE ADMISSIONS, SAM HOUSTON STATE UNIVERSITY, Huntsville, TX*

09/13-03/17

- Advised students on graduate programs.
- Traveled around Texas to recruit graduate students.
- Pointed students to relevant information about academic and personal support services available at the college.
- Supported management in developing and implementing personnel policies and procedures.
- Hired employees and initiated the new hire paperwork process.
- Explained all of the human resources policies, procedures, laws, standards and regulations to each employee.
- Organized new employee orientation schedules for all new hires.
- Facilitated university wide presentations for faculty and students.

Summer Camp Counselor/ Counseling Intern, *TRI-COUNTY SERVICES, Conroe, TX*

01/13-08/13

- Modeled appropriate behavior for children.
- Assisted in developing activities that would be useful for campers.
- Assisted in taking children on field trips.

- Explained available substance abuse treatment services to clients.
- Led two group therapy sessions each week.
- Conducted one-on-one counseling sessions per week.
- Consulted with clients when developing long term treatment plan goals and objectives.
- Counseled clients to help them understand and overcome personal, social and behavioral problems.
- Led supportive group discussions and education sessions with alcohol and drug users and their families.

Graduate Assistant/Receptionist, *READING CENTER, SAM HOUSTON STATE UNIVERSITY, Huntsville, TX*

01/09-05/13

- Provided tutoring services to college students such as time management, reading strategies, study skills, etc.
- Demonstrated receptionist skills while supervising undergraduate employees such as training, interviewing, scheduling, etc.
- Provided monthly reports.
- Supervised and evaluated students' laboratory work.
- Guided students in using technology to support educational research.
- Led class instruction in READ 0301.

CAMPUS/DEPARTMENTAL PRESENTATIONS

- *Saturdays at SAM*—Graduate Admissions. Sam Houston State University, Graduate School 101, 2013-2016, Huntsville, TX.
- *Transfer Orientation*—Graduate Admissions. Sam Houston State University, Graduate School 101, 2014-2016, Huntsville, TX.
- *Classroom Presentations*—Graduate Admissions. Sam Houston State University, Graduate School, 2013-2017, Huntsville, TX.

PROFESSIONAL SERVICE

- Texas Graduate Admissions Professionals (TXGAP), 2013 to present
- National Graduate Admissions Professionals (NAGAP), 2013 to present
- The American Association of Collegiate Registrars and Admissions Officers (AACRAO), 2013 to present
- Texas Counseling Association (TCA), 2011-2014