

# Casey D. Davis

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## **EDUCATION**

<b>Bachelors of General Business</b>	<b>Sam Houston State University, Huntsville TX</b>	<b>2016</b>
<b>Associate of Arts</b>	<b>Lone Star College, Conroe TX</b>	<b>2010</b>
<b>Webmaster Certification</b>	<b>Montgomery College, The Woodlands, TX</b>	<b>2008</b>

## **ADMINISTRATIVE ASSISTANT II**

*Sam Houston State University – Department of Student Activities, Huntsville, TX 06/12 – present*

Post to complex records, assembling or compiling data for reports from a wide variety of sources, interpreting established policies and practices of the department, composing non-routine or complex correspondence, prepare computer data input, typing of correspondence, reports, forms, and other materials as required. Supervises 8 to 10 employees. Fills in for other clerical employees when necessary. Prepares 10 reports weekly. Performs other related duties as assigned.

## **FINANCIAL AID SPECIALIST**

*Workforce Solutions, Conroe/Houston, TX, 03/07- 05/12*

Helped residents get scholarships, work preparation, and work support financial aid so they can get and keep jobs or get better jobs. Presented residents with information to obtain financial assistance and service from multiple sources. Conducted labor market research on individual employers and industries, as well as specific occupations and their education, experience and credential requirements. Provided information on recognizing quality childcare, locating vendors, the type of childcare services offered. Advised customers on understand the time and financial commitment required in meeting particular career goals and guiding them in choosing whether to make those commitments. Created handbook for instruction on how to properly implement programs.

## **PERSONAL SERVICE REPRESENTATIVE**

*Workforce Solutions, Conroe, TX, 10/05-02/07*

Helped customers who were not yet ready to work or to look for work identify and overcome barriers to working. Used assessment tools to assist customer developing an employment plan. Monitored the customer's progress toward goals identified in the plan. Assisted customer's overcome barriers to meet goals while providing job search guidance and career advice. Determined when the customer was ready to begin work search.

## **YOUTH COUNSELOR**

*Workforce Solutions, Conroe, TX, 09/04 – 10/05*

Assisted youth ages 14 - 21 to access all available financial assistance and other useful community resources, and develop a plan that will provide adequate financial resources to allow completion of career goal. Identified potential problems which may impede the ability to work, or work search or and help to address those problems.

## **RECEPTIONIST/OFFICE ASSISTANT**

*Workforce Solutions, Huntsville/Conroe, TX, 02/02 – 09/04*

Answered multi-line phone system, gave general information on services offered, gather customer information, and direct customers to the appropriate services. Outreached Unemployment Insurance (UI) customers and respond to their needs; compile reports of outreach activity. Updated websites calendar utilizing web design programs. Provided data entry support into Windows (TWIST) and DOS (JSMS) based systems. Developed handbook for customers to show instruction how to utilized services.