

Alejandro Mena

1308 Thunder Bolt, Ct. - El Paso, TX. 79936
(915) 892-2127 - alemena@utep.edu

OBJECTIVE

To obtain a position as a College Mathematics Teacher in which a strong dedication to the total development of students and a high degree of enthusiasm can be fully utilized.

EDUCATION

ESC – Region 19 Counselor Alternative Program (CAP)

Certified School Counselor Aug 2016

The University of Texas at El Paso (UTEP)

Masters of Mathematics Education (M.Ed.) May 2014

Graduate GPA 3.75

Alternative Teacher Certification Program

Certified Classroom Teacher 8-12th Mathematics Jan 2007

Graduate GPA: 3.50

Bachelor of Business Administration in Accounting May 2006

Cumulative GPA: 3.15 Accounting GPA: 3.30

Honors and Activities

NADE (National Association for Developmental Education), member, 2012 – Present

TADE (Texas Association for Developmental Education), member, 2012 - Present

UTEP Accounting Honor Society (Beta Alpha Psi), member, 2006-2007

UTEP Accounting Society, member, 2006-2007

WORK EXPERIENCE

The University of Texas at El Paso (UTEP)

Mathematics Lecturer

06/11 - Present

El Paso, Texas

- Teach Beginning Algebra (0310), and Intermediate Algebra (0311) in accordance with the University policies and syllabus.
- Compile, administer, and grade examinations, or assign this work to others.
- Evaluate and grade students' class work, assignments, and papers.
- Maintain student attendance records, grades, and other required records.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Initiate, facilitate, and moderate classroom discussions.
- Keep abreast of developments and technological advances in the mathematical field by reading current literature, talking with colleagues, and
- Participating in professional conferences.
- Maintain regularly scheduled office hours to advise and assist students.

- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Collaborate with colleagues to address teaching and research issues.
- Advise students on academic and vocational curricula and on career issues.
- Attend National and Texas Conferences on Developmental Education.
- Utilize the ALEKS program as the main method of homework.

**El Paso Independent School District
Chapin High School**

08/16 - Present
El Paso, Texas

- Work on a regular basis with students who need emotional or academic support.
- Collaborate and advise students who are failing classes to ensure academic success.
- Advise and counsel students on Dual Credit classes.
- Work on a regular basis with students who are placed in in-school suspension to ensure academic success.
- Assist in helping students apply for college scholarships.
- Assist in registering new and transfer students.
- Perform transcript audits to ensure students are on track towards graduation.

**El Paso Independent School District
Coronado High School**

08/07 – 06/12
El Paso, Texas

Certified Mathematics Teacher

- Prepare and present lessons that enable students to learn the math skills and concepts as they relate to the Algebra 1, Algebra 2, Geometry, and Math Models curriculums. · Teach Algebra 1, Algebra 2, Geometry, and Math Models classes in accordance to the district's approved TEKS (Texas Essentials Knowledge and Skills).
- Offer clear directions, explanations, and deadlines for assignments.
- Develop and maintain a comfortable orderly classroom atmosphere that promotes and supports learning.
- Develop a clear set of classroom rules and procedures, and make certain students understand and follow them.
- Help students learn problem-solving skills.
- Help students to see the importance of math in their everyday lives. · Applaud the efforts of students, and enjoy their everyday growth.
- Help students prepare for the mathematics TAKS test.

**Rainbow Fountain Restaurant #3
General Manager**

04/01– 08/07
El Paso, Texas

- Supervised 8 employees.
- Helped accountant prepare yearly taxes and Loss/Profit statements.
- Ensured inventory control procedures were always followed.
- Performed cash reconciliations at the end of each day.
- Ensured all accounts payable were paid on time.
- Prepared payroll and made sure every employee was paid on time and correctly.
- Prepared bookkeeping logs on a daily basis.

**Petro Stopping Centers
Accountant I**

01/07 – 04/07
El Paso, Texas

- Prepare financial and operating reports including trial balances, profit and loss statements, adjustments and closing entries.

- Examine, analyze and interpret accounting records for the purpose of giving advice or preparing statements.
- Maintain records of routine accounting transactions.

UTEP: Financial Reporting Department

12/05 – 05/06

Accounting Intern

El Paso, Texas

- Worked on the Sarbanes-Oxley implementation process for the University, which included documenting controls and collecting and analyzing data to detect deficient controls, duplicated effort, fraud, and non-compliance with laws, regulations, and management policies.
- Reported audit results to management and recommended changes in operations.
- Assisted department manager with financial accounting reports, which included examining and analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

UTEP College of Business Administration

01/03 – 12/03

Teaching Assistant - Accounting

El Paso, Texas

- Tutored students in accounting, graded homework and general office work.

PERSONAL & COMPUTER SKILLS

Proficient with the ALEKS program.

Familiar with ACL, Peachtree, Great Plains, and Turbo Tax accounting software

Excellent time management skills, good teamwork and communication skills

Proficient in Microsoft Office, Microsoft Word, PowerPoint, Excel, and QuickBooks

LANGUAGES

Bilingual in English and Spanish