

# Terri Marshall M.Ed

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## Professional Summary

**Proven Leader:** Served in successful and impactful leadership roles as Director of Resident Services, Executive Director of Boys & Girls Club, Human Resource Specialist, Community Liaison for DISD, and Administrator at Circle of Support.

**Proven Track Record:** Solid record of success in the business and community environments, whereas, I have won and been acknowledged for several awards and accolades. I am a decisive community leader with ample experience in developing talent, teams and opportunities for end users.

## Education

Master of Education - University of Texas at Austin

Bachelor of Business Administration - Southwest Texas State University

Professional Human Resource (PHR) Certification - SHRM

Basic Mediation Certification - University of North Texas

Facilitation Skills Facilitators Certification - Development Dimensions International

## Experience

**Student Support Services Advisor/Instructor**, Northwestern State University, 2016-present

- Advise 90 students of education plans, careers, courses, life and academic skills
- Instruct Academic Skills 1010 and Career Explorations 1020
- Supervise and recruit Peer Mentors and Mentees

**Self Employed Contractor**, 2015 – 2016

- Athletic Director – City of Natchitoches, La (8 mos.)
- Director of Student Support Services – Piney Woods Boarding High School – Piney Woods, MS (3 mos.)

**Teacher/P.E. Instructor**, West Dallas Community School, Dallas, Tx 2012 – 2015

- Created engaging lesson plans for academic achievement
- Managed classroom activities and curriculums for an enriched learning environment

**Administrator/Purchaser**, Circle of Support Summer Learning Academy, Dallas, Tx 2012 – 2015

- Created and executed summer programs, events, field trips and curriculums for over 400 students
- Provided HR services, i.e. training, contract negotiations, payroll, injury investigations,
- Ensured quality standards and metrics for the Afterschool Network mandatory requirements

**HR Generalist**, Alliance Compressors – Natchitoches, La, 2004 – 2011

- Developed and presented training programs and curriculums for hourly and salaried staff
- Coordinated company events and programs for employees and families
- Mentored and counseled new supervisors and managers on career and education paths

**Adjunct Instructor/Non Profit Management/General Studies**, Northwestern State University 2003 – 2004

- Instructed and advised students in Non Profit Management courses
- Recruited and monitored students in the Disney World internship program

**Executive Director**, Boys & Girls Club of Natchitoches, La, 2002 – 2003

- Supervised and trained 70 staff and 100 volunteers on program curriculums, federal laws and site development
- Developed outreach and marketing strategies for recruitment of participants and funding to serve over 300 students
- Wrote grants and proposals for additional funding

**Director of Resident Services**, Dallas Housing Authority, 1997 – 2000

- Managed public housing programs and services for 14,000 residents ages 0-99
- Administered and managed a \$2,000,000 annual budget, 22 staff members and 96 volunteers
- Wrote federal grants and proposals for annual funding