Treina Tai McAlister

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Education/Certification Programs: (University of Houston): B.F.A. in Graphic Design, Minor in Art History - *2004*.
(Linkedin - Certification): SQL, Learning Python, Managing Globally. (FAA - Certification): WINGS (Phase 1).
(Harvard Online - Certification): HarvardX "PredictionX: Lost Without Longitude" & HarvardX "Backyard Meteorology: The Science of Weather"- *2025*.

Trainings: (UH): PeopleSoft, CMS Cascade, Modern Campus. (American Flyers): Private flight training - *2025*. HTML I,II,III.

Licenses: (FAA): Private Pilot Aircraft license. (State of Texas): Notary Public, Cosmetologist.

Professional Experience

Communication/Marketing:
- Develop and manage communication/outreach efforts by researching, developing, implementing objectives, and marketing/social media strategies for various programs within the department
- Manage and compose articles, press releases, e-newsletters, emails, and websites for students, departments, and outside corporations

Career Recruitment/Partnerships:
- Create and manage academic recruitment efforts via the Math Rewards Program
- Research, collaborate, and socialize with companies to form strong recruitment partnerships
- Advise career options and disseminate notifications of special university-wide and departmental opportunities/events
- Bridge the gap between student and corporation by understanding the needs of companies and selecting student/alumni candidates for specific positions requested
- Review student resumes, schedule, and manage in-house interviews with employers

Academic Event Planning:
- Create and manage event planning/recruitment for activities/social programs such as: Meet & Greets, AIG Seminars, Actuarial Camps *(partnered with AIG)*, Career Recruitment Seminars, UH Math Contests, and Conference Events
- Collaborate with faculty and students to plan and prepare unique events
- Recruit and book conference speakers
- Collaborate with the Department of University Career Services to manage and organize student workshop participation

Design:
- Develop content and layout of web pages with graphics software specifically designed for publishing on the Web
- Create and edit graphics for websites and print
- Manipulate departmental data in style sheets and other programming languages
- Maintenance, edit, and update content as the department's web developer
- Review, approve, and execute graphic design/advertising for materials such as: print/electronic publications, brochures, invitations, posters, identity systems

Academic Advising:
- Communicate and collaborate with staff and faculty from multiple colleges/departments to troubleshoot and find solutions to unique problems
- Investigate policies and discuss academic-related issues with students and administrative faculty
- Advise students, faculty, administrative faculty, and staff about student initiatives and successful academic efforts
- Process student enrollment, analyze, and perform class scheduling
- Assist faculty with grade changes and academic catalog submissions

Data Analysis:
- Compose/run queries and analyze the data for the implementation of academic policies
- Organize and compile data for faculty and instructor awards, faculty promotion packets, faculty meetings, external program reviews, and departmental course curriculum reviews

Career Timeline

Independent Graphic Designer *2005–Present*

University of Houston, Department of Mathematics
- **Communications Manager** *2015–Present*
- **Communications Coordinator** 2007–2015
- **Academic Advisor** 2006–2007
- **Office Assistant** 2004–2006

Skills: Mac and PC environments, Adobe Creative Cloud/-Suite, Microsoft 365, OneDrive, Sharepoint, PeopleSoft

Organizations/Memberships: (AOPA) Aircraft Owners & Pilots Association, (OBAP) Organization of Black Aerospace Professionals, (WAI) Women in Aviation International, (The 99's) The NINETY-NINES® International Organization of Women Pilots, (LSFM) Lone Star Flight Museum