

Paul J. James

323 Chimney Rock Rd. #412
Tyler, Texas 75703
(936) 645-1153 :: pauljamesdd@mac.com

EDUCATION

Bachelor of Science (2005), Stephen F. Austin State University - Nacogdoches, TX
Major: Speech Communication, Interpersonal
Minor: Art, Advertising Design

EXPERIENCE

Academic Advisor, University of North Texas - Denton, TX
December 2006 - September 2008

Advised students majoring in Radio, Television, and Film on core requirements, transfer articulation, graduation requirements, and pre-major and major requirements. Worked closely with the faculty advisor ensuring students met all requirements for a timely graduation. Facilitated summer academic workshops for incoming freshmen. Served as a marshal for Spring, Summer, and Fall graduations.

Admissions Counselor, Stephen F. Austin State University - Nacogdoches, TX
February 2006 - November 2006

Represented the University at local and regional college fairs across Texas and parts of Louisiana. Informed students, parents, and counselors of the admissions process and requirements at SFA in one on one and group settings. Point person for the "Return to Learn" program - a recruitment effort to reach non-traditional students.

Web Developer, Wulf Outdoor Sports - Center, TX
October 2005 - January 2006

Developed the store's online presence and integrated an e-commerce interface allowing customers to purchase products online. Responsible for server setup, site design, implementation of the ShopSite shopping cart software, and establishing a means of uploading store inventory into the online system.

Student Assistant, Web Development Office, SFA - Nacogdoches, TX
January 2005 - August 2005

Basic and routine maintenance of various sites within the University's Web site. Utilized Adobe Captivate to create training videos. Assisted in the training of the office staff on Captivate.

Worship Leader, Perritte Memorial United Methodist Church - Nacogdoches, TX
June 2002 - December 2004

Led a praise band of 4-6 members each Sunday morning and once a week for practice. Responsible for leading the congregation in contemporary music, reading the announcements and leading a time of sharing joys and concerns of the church family followed by prayer.

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VOLUNTEER & COMMUNITY SERVICE

Teacher's Aid, Communities In Schools - Denton, TX
October 2007 - May 2008

Assisted the ESL teacher at Denton High School with the weekly ESL class for parents of Denton ISD students. Helped facilitate group discussions and assisted the teacher as needed.

Staff Member, Weekend of a Lifetime Leadership Camps - Waxahachie, TX
November 2007 - Present

Assist in facilitating weekend leadership training camps for high school key club students.
Assist in leading training activities and other general duties throughout each weekend.

REFERENCES

Tim Clipson
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(936)468-1588
Coordinator, SFA 101 Program
Stephen F. Austin State University
Former Professor

Erin Day
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