

Christine Hix

Education	1993-1999	Grayson County College	Denison, TX
			<ul style="list-style-type: none">▪ A.A.S. Microcomputer Applications-May 1999▪ Certificate Computer Applications Specialist-May 1998▪ Certificate Medical Office Support-May 1998▪ Certificate Accounting Office Support-May 1998▪ Certificate Accounting Clerk-December 1997▪ Certificate Microcomputer Applications-May 1997
Experience	1999–2019	Grayson County College	Health Science
			Administrative Assistant <ul style="list-style-type: none">▪ Customer Service▪ Budget, purchasing and paying of bills▪ Maintain calendar and setup appointments for Health Science Dean and Program Directors▪ Maintain calendar for Health Science Building, reserving classrooms for all Health Science Programs▪ Send out letters of acceptance from Health Science Programs▪ Data entry, setup and maintain student files▪ Prepare new student orientation packets▪ Help nursing students with immunization software - Verified Credentials▪ Help radiology students with immunization software – E-Value▪ Prepare pinning/graduation invitations and programs▪ Set up Advisory meetings and take minutes, preparing them for THECB and CoAEMSP▪ Enter data for Eligible Training Providers (ETP)▪ Complete CB116 Student Data Reports▪ Complete CB116 Licensure Reports
	1998-1999	Grayson County College	Register's Office
			Receptionist/Secretary <ul style="list-style-type: none">▪ Registration, answer phones, filing, typing▪ Data entry, loan deferments, credit awards, verification of enrollment▪ Did transcripts for students and other educational institutions

1997-1998 Grayson County College Mailroom/Switchboard

Mailroom/Communication Specialist

- Answer PBX switchboard, direct incoming calls
- Operate and maintain mailroom equipment.
- Prepare bulk mailings, distribute incoming mail, prepare outgoing mail, transcripts

1/1997-8/1997 Grayson County College Work Study

Receptionist/Secretary

- Registration, answer phones, filing, typing
- Data entry, loan deferments, credit awards, verification of enrollment
- Did transcripts for students and other educational institutions

Membership and Services

Pottsboro FFA Booster Club Member – 2016 to present
FFA Booster Cub Secretary 2019 – 2020
FFA 1st Annual Chili Cook Off 2019 – Fundraiser Chairperson
FFA 7th Annual Golf Tournament 2019 – Hole Monitor Coordinator
FFA 6th Annual Golf Tournament 2018 – Setup/Cooks Helper
FFA 5th Annual Golf Tournament 2017 – Hole Monitor

Honors and Awards

Pottsboro FFA Booster Club Outstanding Member of the Year 2018 – 2019
Pottsboro FFA Honorary Chapter Degree 2018 – 2019