

Jossette Chimes

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EXPERIENCE:

Texas A&M University at Galveston
Business Coordinator I

Jan 2022 – Present

- The Business Coordinator I, under general supervision, provides support and coordination of a variety of business activities requiring independent judgment, including reviewing business documents and assisting in developing, monitoring, and reporting accounts and budget data as directed by supervisor.
- Reviews and approves vouchers and requisitions. Reviews and audits reconciliations of multiple unit accounts. Monitors and reports on unit budget activity. Prepares monthly and annual financial reports. Provides input to policies and interprets policies and procedures.
- Coordinates annual fiscal year closing activities and drafts new fiscal year plans. Coordinates routine fiscal activities. Proposes solutions to routine financial problems. Communicates cash handling procedures, coordinates and approves cash handling activities, and implements and coordinates purchasing activities.
- Coordinates inventory process and maintenance of business files
- May serve as a liaison with financial, payroll, and/or human resources. May coordinate routine personnel activities and maintenance of personnel files and approve leave requests.
- Assists in planning, developing, implementing, coordinating, and monitoring business programs or services.
- May assist with administration of contracts and grants. Assists in preparing budgets for review by principal investigator(s). Develops financial and statistical analyses and summary reports. Composes correspondence. Assists with administration of unit, program, or project.
- Participates in the hiring and training of business staff and/or student workers and may provide supervision. Trains staff on new and existing business procedures and provides policies and regulations to staff.

Clear Creek Independent School District, Texas
Paraprofessional PK/PPCD

August 2018 – May 2019

- Assist the teacher with instruction including preparing instructional materials and classroom displays.
- Assist teachers in guiding individual students or groups of students in daily activities and instructional exercises assigned by the teacher including personal hygiene, appropriate dress, eating habits, appropriate behavior etc.
- Reinforce appropriate behavior in accordance with teacher's plans and assist in classroom discipline and behavior management as developed by the ARD committee, and school plan and keep the teacher informed of any special needs or problems of individual students.
- Assist in supervising students throughout the school day, inside classroom, in the lunchroom, and outside the classroom during arrival and dismissal.
- Assist the teacher in maintaining administrative records and preparing required reports.
- Participate in in-service training programs, faculty meetings, and special events, as needed and provide orientation and assistance to substitute teachers.
- Contribute to a positive school climate through use of praise and encouragement.
- Administer to students with severe physical handicaps, lifting, feeding, cleaning, hygiene duties, and any other personal services that the student requires.
- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Research district policy, precedent, and current practices prior to taking action and participate as an effective team member who contributes to district, department, and content goals.

- Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.

Clear Creek Independent School District, Texas
Substitute District Wide

September 2016 - August 2018

- Follow lesson plans left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals, and objectives.
- Meet and instruct assigned classes in the locations and at the times designated
- Establish and maintain order in the classroom.
- Maintain a classroom environment conducive to effective learning.
- Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- Assist in upholding and enforcing school rules, administrative regulations and school Board Policies.
- Report to the principal or his/her designee at the beginning and end of the school day.

University of Texas Medical Branch, (UTMB) Galveston, Texas
Coordinator II, Residency Training Program

April 2016 – August 2016

- Coordinate activities and works in tandem with other Coordinators in the department filling in and covering other departmental areas on a daily basis.
- Maintain the Resident Book Fund which includes processing orders, reimbursements, and monitoring the budget.
- Acts as liaison with agencies and institutional departments.
- Make the scheduling of meetings using Outlook calendar, the preparation of agendas, reserves room, send meeting reminders.
- Composes correspondence and memorandums in appropriate business letter format including proofreading all completed assignments for grammar, format, and structure. Answers phones ensuring effective communications in a timely manner.
- Approves and monitors time and attendance in KRONOS for residency staff.
- Process the weekly Education Day, Morbidity and Mortality and Grand Rounds reports.
- Performs miscellaneous clerical tasks, such as making copies, filing, faxing information, and maintaining area bulletin boards.
- Assist with: Interview season (Oct – Feb), Orientation, Annual Retreat, In Training Exam.

The University of Texas Health Science Center at Houston, Texas
(UT Health)
Coordinator II, Residency Training Program

Aug 2015 – Apr 2016

- Ensures compliance with departmental policies and procedures and also ensures compliance with all residency/fellowship program requirements. This includes but is not limited to submitting duty hour reports to the GME Office, collecting and tracking evaluations of the residents, faculty and program, and ensuring compliance regarding any house staff moonlighting or other professional activities outside the scope of the program.
- Coordinate and process faculty and residents travel arrangements and business expense reimbursements ensuring compliance with current UT policies and procedures.
- Maintain, update and revise course website(s) in Canvas for residents.
- Transition and upload all content and information from Blackboard to the new Canvas.

- Coordination of the annual residency recruitment process with scheduling interviews, assist with orientation, monitor the residents during the in-training exam and collaborate with the activities for graduation and Christmas party.
- Act as liaison with state board, agencies, and institutional departments.
- Assist with Purchasing, PO / Non and PO Processing.
- Serves as resource and subject matter expert revising and notarizing documents for residents and staff.

Allied Group Houston, Texas

Nov 2006 - Aug 2015

Corporate Inventory Clerk

- Data entry and filing of packing lists and test certificate reports.
- Customer service representative for large company accounts.
- Assistant to sales and accounting to resolve customer requests.
- Warehouse Manager Assistant.
- Create bill of lading for material ready to be picked up.
- Schedules pick up material from trucking companies.
- Expedite Mill Test Certificates from Italy and scan them in the data base.
- Process and manage daily sales reports and wire transfers.
- Approve freight charges and brokers bills.
- Manage inventory process and adjust error in inventory reports.
- IT/troubleshooting for company's electronic tracking system.

Burlington Coat Factory Webster, Texas

Mar 2006 - Nov 2006

Customer Service Representative

- Assist customers to locate merchandise.
- Answer phones and execute customer requests.
- Stock and Organize store merchandise.

EDUCATION:

2013 BFA in Graphic Design, University of Houston Clear Lake, Houston, Texas
2011 Associates Degree in Fine Arts, San Jacinto College, Houston, Texas

SKILLS:

Languages: Fluent in English and Spanish.

Computer: Knowledge of Microsoft Word, Excel, Power Point, Outlook, and Publisher.

Office: Knowledge of a professional office environment including clerical and office machines.

Software: Adobe Illustrator, Photoshop, Dreamweaver, Maya, 3D, Modeling, InDesign, Digital, Traditional, Photography and 2D Animations, GMEIS, PeopleSoft, Kronos, Epic,

VOLUNTEER:

October 2014 - Present	Bayou City Art Festival- Printmaking Children's Activity, Sponsored by UHCL Art Gallery Houston, Texas
October 2014 – Present	Lawndale Art Center Houston, Texas
October 2015 - Present	Children Ministry at Fellowship Community Church Kemah, Texas