

Alberto Velez

www.mrvelez.com

Professional Summary

Business and Finance High School Teacher with 10 years of experience. Specialty areas include Personal Finance, Business Management, Banking and Financial Services, Philanthropy, Accounting, Virtual Business, Business Professionals of America, Income Tax Certification, and community service projects and fundraising.

Languages

Bilingual: Spanish/English (Read, write, and speak fluently both languages)

Skills

- Microsoft Office Proficient
- Managing classroom for diverse populations
- Critical thinking
- Expertise in Technology and Distance Education
- Experience with instructional design
- Student-centered learning
- Experience with special-needs students
- Interpersonal skills
- Technological instruction
- Outstanding social skills
- Positive learning environment
- Positive reinforcement
- Strong collaborator
- Student motivation

Work History

Business and Finance Teacher, 09/2006 to Current

Brownsville ISD - Gladys Porter Early College High School – Brownsville, Texas

- Taught dual enrollment courses through UTB/TSC, and college articulated courses in the business areas.
- Successfully improved student participation in co-curricular activities through integration of creative role-playing exercises and providing real-life community service projects.

Business Professionals of America Advisor for Associate and Secondary Divisions, 09/2006 to Current

Brownsville ISD - Gladys Porter Early College High School – Brownsville, Texas

- Experience organizing competition trips at regional, state, and national level.
- Prepared students successfully to compete at regional and state conferences for ten (10) consecutive years and the past five (5) years at a national level competing in Chicago, Orlando, Indianapolis, Anaheim, and Boston.
- Recently recognized as a 10 Year Honor Advisor

Volunteer Income Tax Assistant Site Coordinator, 09/2009 to Current

Brownsville ISD - Gladys Porter Early College High School – Brownsville, TX

- Trained over 150 high school students for Basic Income Tax IRS Certification.
- Successfully operated Porter Early College High School as VITA Site for 7 consecutive years, and successfully completed and submitted over 1,000+ tax returns to IRS with a reject rate below 3%.
- Have been recognized by IRS SPEC at a national level for quality of service and best practices in VITA operations.

University Interscholastic League (UIL) Academic Coordinator, 09/2012 to 06/2016

Brownsville ISD - Gladys Porter Early College High School – Brownsville, TX

- As coordinator I oversaw UIL budget for UIL Academic Coaches' stipends, transportation, meals, registration, and supplies.
- Planning and coordinating travel for teachers and students was of utmost importance as competitions occurred on weekends and to multiple locations.
- Local UIL invitational meets and district usually take place in nearby communities within 100 miles, regional meet is usually in San Antonio, Texas, and state meet is in Austin, Texas.
- Prepared students to compete in Accounting and Current Events.

Migrant Data Entry Clerk (NGS/Identification & Recruitment Quality Control Specialist), 01/2004 to 08/2006

Brownsville ISD - Migrant Education Program

- Expanded application of Information Technology.
- Developed Quality Control procedures.
- Worked directly side-by-side with program director and was involved in budgeting decisions as well as in hiring.

Primary Elections Administrator, 10/2003 to 04/2006

Texas Secretary of State (Cameron County Political Party)

- Conducted 2004 & 2006 Primary and Run-off elections in Cameron County, Texas
- Oversaw administrative and financial aspects of primary election.
- Secured election poll workers, voting locations, and contracted with County Elections Department.

Project Accountant, 07/2003 to 09/2003

City of San Benito, Texas

- Developed an Accounting Policies and Procedures Manual for the Finance Department
- Played instrumental role in revamping Money Handling Procedures within city operations.
- Researched various government and non-profit organizations' manuals at local, state, and federal level.

Accounting Clerk, Litigation Coordinator, Teller & Operations Administrator, 07/2001 to 07/2003

International Bank of Commerce - Brownsville

- Developed and implemented new processes using Information Technology.
- Handled collection efforts, bankruptcy cases, attorney referrals, and compliance reporting.
- Oversaw all cash on hand, 14 ATMs, and over 60 tellers in 14 branches across Brownsville, Harlingen, and SPI.

Education

Bachelor of Applied Arts and Science: Applied Business Technology, May 2002

The University of Texas at Brownsville and Texas Southmost College - Brownsville, Texas

- Emphasis in Accounting – 30+ Accounting hours (undergraduate and graduate)
- Recipient of National Hispanic Fund Scholarship
- Student Government Association Treasurer, two terms
- Phi Theta Kappa International Honor Society member and local chapter treasurer
- Accounting Society Treasurer
- Cumulative GPA 2.92

High School Diploma: June 3, 1997

James Pace High School - Brownsville, TX

Certifications and Endorsements

Business Education 6-12th Grade

Special Education Pre K-12th Grade

Advance Placement Government and Economics endorsements for high school

Extracurricular Activities, and Professional Societies or Organizations

- City of Brownsville - Brownsville Urban System Transit Advisory Committee Member, 2004 - 2006
- Leadership Brownsville Graduate Class XVIII, Leadership Brownsville Board Member, 2004 -2006
- UT-Brownsville & TSC Alumni Association Board Member, 2004-2006
- Ran for City of Brownsville At-Large Commissioner in 2009
 - Campaign slogan was "Business and Education for a Greater Brownsville."
- State of Texas Notary Public since 2003
- Joined Knights of Columbus in 2016