

# Macauley Flores

## Summary

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Exceptionally skilled Program Specialist working in the field for 15 years and working specifically with general education programs in higher education.

## Education

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**Whitman College**

**Aug '98-Aug '02**

*Business Administration/Business Management*

## Experience

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**Crane & Jenkins, Program Specialist**

**Jul '19 - Current**

- Manage and support the process of complex long-term projects throughout the term of the process
- Work in concert with student committees to support the development and execution of outreach materials
- Compile program statistics and data to complete necessary reports

**River Tech, Program Specialist**

**Aug '15 -Jul '19**

- Scheduled semester classes using the scheduling system software and updated course descriptions when necessary
- Worked with program directors to research and identify new funding opportunities
- Built and implemented strategies around undergraduate minor to boost retention rates

**Cloud Clearwater; Assistant Program Specialist**

**Jan '13 - Aug '15**

- Assisted the student jobs coordinator in structuring jobs to meet the specific needs of individual students
- Provided analysis of each specific program task and developed a daily task sequence for greater program efficiency
- Assisted students in developing social and personal interaction skills to support successful employment outcomes

## Certifications

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- Notary Public

## Skills

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- Training
- Management