

MARY LOU HOOVER

FREDERICKSBURG, TX | 830.998.6717 | ml.hoover@yahoo.com | www.linkedin.com/in/ml-hoover

HIGHLY ORGANIZED, DEPENDABLE & TENACIOUS PROFESSIONAL with earned recognition for driving organizational growth and efficiency and driving continuous improvements across people, processes, and technology. Excel at managing business initiatives, leading large-scale projects, providing executive support, and pursuing operational excellence. Actively identify gaps and introduce data-driven solutions to improve organization and productivity.

SKILLS: Administrative/Operations Leadership | Process Improvement | Organizational Strategy
Data-Driven Decision Making | Calendar Management | Resource Management | Human Resources
Web Design | Social Media Management | Interviewing & Hiring | Business Planning | Administrative Support

PROFESSIONAL EXPERIENCE

FLETCO CONSTRUCTION | Fredericksburg, TX | 2020-2021

Administrative Assistant / Human Resources (HR)

- ♦ Managed diverse projects and initiatives to drive organization, efficiency, and success for C-Suite executives.
- ♦ Handled social media campaigns, web development, HR, expense reporting, and account reconciliation.
- ♦ Increased brand recognition by redesigning the company logo, creating and analytics for integrated marketing and social media campaigns, designing brochures, business cards, handbooks, and various policies.
- ♦ Handled interviewing, hiring, background and MVR checks, scheduled drug tests, and checked references.
- ♦ Improved several organizational systems and processes such as revamping an outdated filing system.

Software: Microsoft Office Suite, Sage 100 Contractor, Sage Paperless, QuickBooks

UNIVERSITY OF TEXAS AT SAN ANTONIO | San Antonio, TX | 2018-2019

Math Tutor

- ♦ Executed group and individualized tutoring for undergraduate students in college level mathematics and statistics.
- ♦ Maximized learning outcomes by analyzing, evaluating, and implementing solutions to individual learning styles.

UNIVERSITY OF TEXAS AT AUSTIN | Austin, TX | 2017-2018

Research Assistant

- ♦ Conducted analysis to identify the relationship between maternal depression, external and internal problems in youth, and perceived caregiving burden in low-income mothers.

UNIVERSITY OF TEXAS AT DALLAS | Dallas, TX | 2014-2017

Pre-Service Teaching

- ♦ Developed and taught creative and inspirational lesson plans for middle school and high school mathematics courses in compliance with Texas Essential Knowledge and Skills (TEKS).
- ♦ Created curriculum that contributed to student learning, growth, and advancement.
- ♦ Integrated innovative teaching methodologies, organized group discussions, and mentored troubled students.

PRIVATE DENTAL PRACTICES | San Antonio, TX | 2011-2013

Dental Assistant / Orthodontic Assistant

- ♦ Prepared tools/instruments, provided assistance to the dentist during procedures, and documented medical charts.

EDUCATION

Bachelor of Science, Mathematics | UNIVERSITY OF TEXAS AT SAN ANTONIO | President's List | 2019

Relevant Mathematics Coursework: Probability and Statistics, Foundations of Analysis, Real Analysis, Data Analysis and Interpretation, Calculus III, Linear Algebra, Differential Equations, Modern Algebra, Applied Statistics