

CLARISSA E. TEJEDA

210-862-9241 ◦ clarissa.tejeda@gmail.com ◦ <https://www.linkedin.com/in/clarissatejeda>

INDIVIDUALIZATION | MAXIMIZER | DEVELOPER | EMPATHY | CONNECTEDNESS

EXECUTIVE SUMMARY

Visionary higher education leader with 14+ years of experience driving workforce development, employer relations, and student success initiatives. Proven expertise in labor market trend analysis, career readiness programming, experiential learning, and strategic partnerships. Adept at leading cross-functional teams, securing funding for innovative workforce programs, and fostering business alliances to enhance student employability. Passionate about advancing equity and inclusion in higher education and creating scalable, high-impact career development solutions.

SPECIALIZED TRAINING AND PROFESSIONAL DEVELOPMENT

- Certified Strengths Coach Renewal June 2025, Gallup
- Leadership San Antonio 48 October 2024, SAHCC and San Antonio Greater Chamber
- Leadership Academy (Inaugural Class) December 2023, Texas A&M-San Antonio
- Mid Managers Institute May 2023, NASPA Region III
- Life Design Studio June 2021, Stanford University
- Diversity and Inclusion in the Workplace Certificate May 2021, University of South Florida
- 30-Hour Career Coaching Institute September 2020, NACE
- Veterans at Work Certificate February 2020, SAHRMA
- Transformational Leadership Development Program June 2019, San Antonio Women's Chamber
- Alexander Briseno Leadership Development Program December 2017, SAHCC

EMPLOYMENT EXPERIENCE

Texas A&M University-San Antonio February 2014-Current

Director of Employer Relations and Community Outreach (Inaugural Role) May 2021-Current

Associate Director of Career Services (Inaugural Role) August 2020-May 2021

Assistant Director of Career Services (Inaugural Role) October 2017-August 2020

Career Advisor February 2014-October 2017

- Provides executive leadership in employer engagement, workforce development initiatives, experiential learning and volunteerism programs for campus of 8,000+ students annually
- Led strategic planning efforts for departmental growth, aligning programmatic initiatives with institutional goals and enhancing service delivery
- Designs and implements multi-faceted strategic recruitment and career readiness programs, leading to a 30% increase in employer engagement and student placement
- Leads employer sponsorship initiatives, generating revenue and tracking ROI
- Planned and executed large/mid-scale recruitment fairs, employer-led classroom presentations and workshops, informational interviews, and externships
- Serves as lead A&M-SA representative within the Hispanic Serving Institution Career Collaborative, comprised of 12 of the nation's largest HSIs. Co-chaired student and alumni summit to educate industry and students on how to strengthen recruit and retain of Latinx talent
- Develops faculty and campus departmental collaborations to align academic coursework with industry needs, enhancing career-readiness programs
- Partnered with regional internship programs to create and facilitate supervisor training around mentorship and meaningful learning into summer internship program engaging 800+ interns

- Developed social media live chat series focused on career stories of first-generation college graduates and collaborated with University Admission and First-Year Experience to embed content into outreach to engage with A&M-SA 70% first-generation student population
- Created and managed leadership webinar series featuring industry subject matter experts discussing topics such as professional branding, networking, and emotional intelligence
- Led GradLeaders and Handshake implementation team between university and vendors
- Successfully led voter engagement activities that resulted in campus being recognized by the ALL IN Campus Democracy Challenge as one of the inaugural Top 10 Hispanic-Serving Institutions for student voting in the 2022 midterm elections
- Co-authored grant resulting in \$22K corporate foundation gift to support the campus food pantry and address food insecurity
- Serves on the University Institutional Effectiveness Committee to streamline assessment and reporting processes, contributing to institutional readiness for SACSCOC reaccreditation and ensuring compliance with accreditation standards

University of the Incarnate Word

August 2012-February 2014

Coordinator of Career Services

- Served as Employer Relations and upperclassmen, graduate, and alumni Career Advisor for institution of 9,000+
- Authored proposal that resulted in \$1,000 award from area employer to create etiquette dinner
- Managed CSO job database system consisting of 3000+ employers to maximize usage and increase efficiency
- Represented UIW at multiple chamber networking events and student outreach events
- Collaborated with staff, faculty, and area employers to initiate networking and student employment opportunities
- Reviewed and revised student professional documents such as resumes, CVs, and cover letters

Alamo Colleges - Palo Alto College

July 2011-August 2012

Job Placement Program Specialist, Career and Technical Education

- Served as academic/transfer advisor for CTE students to ensure smooth transition to 4-years
- Screened and interviewed all potential candidates enrolled in placement programs
- Conducted student workshops in career exploration, resume building, and interview skills
- Created monthly career-based newsletter that is distributed to 4,000 PAC Alumni and Friends
- Developed and maintained relations with 70+ employment partners for programming needs

Good Samaritan Community Services

July 2007-August 2009

Job Development Coordinator, WIA Youth Get2Work Project

- Oversaw daily management of WIA Youth funded youth employment program supporting 12-county area
- Conducted outreach and contracted over 200 employers to support expansion of program
- Initiated and finalized employment recruitment efforts of 900+ at risk youth population
- Monitored G2W (\$200,000) and ARRA Summer Youth Employment (\$2.2 million) budgets
- Served as a supervisor for 20 member staff
- Interviewed for and finalized student placements for all Get2Work internships
- Audited and documented biweekly payroll for participants
- Developed first exit assessment for job search, customer service, and WorkInTexas navigation
- Recruited from long standing volunteer role after graduation due to performance record and commitment to clients

AWARDS AND RECOGNITION

- San Antonio Hispanic Chamber of Commerce Rising Star Nominee, February 2025
- Texas A&M University-San Antonio Student Affairs Key to Success, December 2024
- Texas A&M University-San Antonio President's Spirit of the Jaguar Award, November 2020
- Texas A&M University-San Antonio Outstanding Professional Award (Inaugural Recipient), June 2019
- Texas A&M University-San Antonio Division of Student Affairs Service Recognition Award, September 2018
- Texas A&M University-San Antonio Division of Student Affairs Spirit Award, March 2018
- National Society of Success and Leadership (A&M-SA chapter) Excellence in Service to Students, May 2014

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Empower House	2024-Current
<ul style="list-style-type: none"> • Board of Directors Member 	
City of San Antonio	2022-Current
<ul style="list-style-type: none"> • Commission on Education, District 3 Commissioner 	
Texas Association of College & University Student Personnel Administrators	2022-Current
<ul style="list-style-type: none"> • Strategic Planning Subcommittee, 2025 	
San Antonio Greater Chamber of Commerce	2019-Current
<ul style="list-style-type: none"> • Education and Workforce Council, 2020 – Current 	
San Antonio Women's Chamber of Commerce	2019- 2023
<ul style="list-style-type: none"> • Transformational Leadership Program Assistant Facilitator, 2020 – 2023 	
National Student Employment Association, NSEA	2019–2021
<ul style="list-style-type: none"> • Research Committee, 2018 – 2019 	
Southern Association of Colleges and Employers, SoACE	2017–Current
<ul style="list-style-type: none"> • DEI Taskforce, Appointed by senior leadership, 2023 • Conference Committee, External Engagement Chair, 2022-2024 • Employer Relations Knowledge Group, Asst. Program Coord. for Webinars, 2020 - 2022 • Technology Knowledge Group, General Member, 2018 – 2020 	
San Antonio Hispanic Chamber of Commerce	2014-Current
<ul style="list-style-type: none"> • Alexander Briseno Leadership Development Program Steering Committee, 2025 	
San Antonio Colleges and Universities Career Centers Association, SACUCCA	2011-Current
<ul style="list-style-type: none"> • Treasurer, 2018 - 2019 	

EDUCATION

Master of Arts in Administration; concentration in Organizational Development	December 2015
University of the Incarnate Word	GPA: 4.0
Golden Key International Honour Society – Top 15%	
Bachelor of Business Administration in Marketing	May 2007
Our Lady of the Lake University	GPA: 3.4
Dean's List – Spring 2005, Fall 2006; Delta Mu Delta Business Administration International Honor Society	