



LISA WAGNER
ADMINISTRATIVE COORDINATOR II
 YEARS OF QUALIFYING EXPERIENCE: 29

Education

- B.B.A. Marketing, Texas A M University, 1987

Background and Qualifications

Lisa Wagner is an Administrative Coordinator in the System Reliability Division at Texas A&M Transportation Institute (TTI). Her career experience includes management, education, personnel, and marketing. Ms. Wagner's expertise is in the details. She thrives in a challenging environment where she can show her leadership, initiative, and attention to detail. She has extensive experience, not only working on-the-job with multiple software applications, but has been an instructor of many as well. Her experience ranges from Microsoft applications, such as Word, Excel, PowerPoint, Publisher, and Access; yet she also has experience setting up websites in WordPress, as well as working with Adobe PDF, Illustrator, InDesign, and Photoshop. She is accomplished in both written and verbal communication and has worked in industries that range from engineering, education, medicine, banking, and personnel.

Work Experience

Dates	Position(s)	Organization
2022 – Present	Administrative Coordinator II	Texas A&M Transportation Institute
2020 – 2022	Administrative Associate V	Texas A&M Transportation Institute
2007 – 2018	College Station ISD	8 th Grade Math & Computer Lit Teacher
2005 – 2007	James L. Collins Catholic School	5 th , 7 th , 8 th Grade math and History Teacher
2003 – 2004	Bank One / JP Morgan Chase	Assistant Banking Center Manager
1999 – 2001	Richard H. Wagner, MD, PA	Office Manager
1995 – 1998	Greater Chesapeake Orthopedic Assoc	Office Administrator
1994 – 1998	Union Memorial Hospital	Office Manager

Accomplishments and Professional Affiliations

- Teaching Certifications:
 - Marketing Education 8 – 12
 - Business Education 6 – 12
 - Mathematics 8 – 12
 - Generalist 4 – 8

Skills and Qualifications

- Experience in management, education, personnel, and marketing in the fields of engineering, education, banking, and medicine.
- Extensive experience with Microsoft Word, Excel, and PowerPoint; Adobe Illustrator, InDesign, and Photoshop; Canva, Quicken, QuickBooks, and WordPress.
- Excellent written and verbal communication.