

Lucas M. Garcia

Higher Education Professional

✉ lucmgar@gmail.com

📍 New Braunfels, TX 78130

📞 (830) 830-0226

MISSION

With a deep passion in higher-education, I aim to empower and support students at every stage of their college journey, helping them reach their fullest potential.

WORK EXPERIENCE

Texas State University – First Year Advising Center
Academic Advisor I

Dec. 2025 – Present
San Marcos, TX

United States Army Reserves

Cyber Officer (Part-Time)

May 2025 – Present
San Antonio, TX

- Planning, preparing, and conducting introductory cybersecurity-based courses for soldiers
- Personnel management and prioritization of tasks necessary to ensure unit readiness

Texas State University – College of Fine Arts and Communication Advising Center

Administrative Assistant II

Jul. 2025 – Dec. 2025
San Marcos, TX

- Planned and implemented automated voicemail tracking system using Microsoft Power Automate
- Managed daily operations within Advising center; answering phones, supervising student employees, and assisting students
- Jump-started records retention and disposal project, setting the stage for management of thousands of overdue records

Texas State University – Division of Student Success

Lead Peer Mentor

Jan. 2024 – May 2025
San Marcos, TX

- Led a team of 10-15 Peer Mentors tasked with supporting students in their first year in college
- Attended weekly meetings with upper-level leadership to discuss the status of my team and of the program
- Held weekly meetings with my team to discuss the direction of the program and share any upcoming news or events
- Assisted team in staying updated with data record-keeping and perform routine checks to ensure its timeliness.

Texas State University – Division of Student Success

Peer Mentor

Aug. 2022 – Dec. 2023
San Marcos, TX

- Served as first mentor for a group of 75 incoming Freshman students each Fall semester.
- Attended multiple University Seminar sessions weekly, participated in multiple one-on-one meetings with each student multiple times through the semester
- Produced multiple presentations to assist these students with specifics academic skills.
- Worked with multiple University faculty members within their classes to ensure student success

PROJECTS

Semester Planner and GPA Calculator

Mar. 2024

www.lucmgar.gpacalc.com

- Designed and developed a website to track college GPA through a traditional college term using ReactJS web framework
- Tested product with multiple colleagues and students who now use it for their own academic planning

EDUCATION

Bachelor of Science – Computer Science

Aug. 2021 – May 2025

Texas State University

SKILLS

Mentoring

Event Planning & Coordination

Team Development

Microsoft Office Suite

Public Speaking

Cross-departmental collaboration

Student Advising

Written Communication

Active listening

Adaptability

Initiative

Reliability