C H E R Y L M. R O W D E N

WO R K EX P E R I EN C E

Texas State University, San Marcos, TX, *Adjunct Instructor*, School of Criminal Justice & Criminology (2025 – present)

- Introduction to Criminal Justice, two sections, face – to - face

Texas State University, San Marcos, TX, *Administrative Assistant III,* School of Criminal Justice & Criminology (2020-2025)

- Assistant to Drs. Jeff Bumgarner, Christine Sellers, and Christopher Sullivan
- Building manager, responsible for ensuring repairs and upgrades were completed, most at no cost to the School.
- Budget monitor of School accounts
- Responsible for hiring of faculty and staff, from posting position openings to hiring proposals and I-9 processes
- Supervisor for two employees
- Responsible for travel requests and reimbursements for faculty, payment of all invoices
- Responsible for all salary-related actions for faculty and staff
- Acted as the grant manager for the School, responsible for all administrative duties connected to numerous faculty awards
- Administrative support for Texas State University Crisis Negotiation Competition and Seminar (2018 – 2025)

Texas State University, San Marcos, TX *Administrative Assistant II,* School of Criminal Justice and Criminology (2012-2020)

- Assistant to Dr. Kim Rossmo, Director of the Center for Geospatial Intelligence and Investigation
- Oversaw GII and School of Criminal Justice grant accounts throughout the life cycle of each award to ensure sponsor and University guidelines were met. Created and managed award budgets, coordinated travel, prepared purchase orders and PCRs. Proficient in SAP and Microsoft Office. Act as information resource for faculty and doctoral students
- Researcher for Drs. Rossmo and Summers NIJ award, "Offender Decision-Making: Decision Trees and Displacement." Interviewed 96 inmates and probationers at county jails and probation offices across central and east Texas throughout 2014-2016. Wrote extensive reports on each interview. Created vignette scenarios used in interviews.
- Researched funding opportunities for faculty and doctoral program using PIVOT and other database resources

Texas State University, San Marcos, TX, *Adjunct Instructor*, School of Criminal Justice (2011)

- Juvenile Justice, two sections, face – to - face

Texas State University, San Marcos, TX, *Research Fellow*, School of Criminal Justice (2009-2011)

- Conducted research and utilized SPSS to analyze information provided by the Bexar County Medical Examiner, TABC, and the Texas State Comptroller's Department concerning DWI-related deaths and alcohol sale and use in Bexar County, TX

Hays County District Attorney, San Marcos, TX, *Intern,* Victim Services Department (2008)

- Assisted crime victims in receiving financial compensation from initial contact until conclusion of case
- Provided financial reimbursement material to victims, tracked victims and cases through agency software, written/oral contact

Homemaker and Community Volunteer (1985 – 2006)

Lower Colorado River Authority, Austin, TX, *Office Manager,* Stores Department (1982-1985)

- Provided administrative support to manager and department
- Performed general clerical duties along with tracking inventory utilized by several departments within the company

Texas State Board of Control, Austin, TX, *Clerk* (1978-1979)

- Analyzed invoices from companies contracted by all State of Texas agencies to identify discrepancies

EDUCATION

Texas State University, San Marcos, TX, *Master of Science in Criminal Justice*, Overall GPA: 4.0 (2011)
College of Applied Arts Fellowship Award (2009, 2010)
Texas State University, San Marcos, TX, *Bachelor of Science in Criminal Justice,* Overall GPA: 4.0 (2009)
Outstanding Non-Traditional Student Award Recipient (2009)
Alpha Chi Honor Scholarship Society, Lifetime member

PROFESSIONAL TRAINING

OSP – "Proposal Prep for Research Assistants" (2012)
OSP – "Effort Reporting for Grant Managers" (2012)
OSP – "Post-Award Topics – Faculty" (2012)
OSP – "Overview of Grants Management" (2013)
OSP – "Sponsored Programs Contracts" (2013)

C H E R Y L M. R O W D E N

10305 Marietta Drive • Austin, TX 78748 • 512-925-5601 • rowdencheryl@gmail.com

OSP – "Sponsored Programs Special Topics" (2013)
OSP – "Overview of Research Cash Advances" (2013)
OSP – "Sponsored Programs Subrecipient Monitor" (2013)
OSP – "Life Cycle of Sponsored Programs" (2013)
OSP – "Pre-Award Services" (2014)
OSP – "Post-Award Services University Community" (2014)
OSP - Research Coordinator Training Series (January 26 – April 19, 2016)
SRA International – "Fundamentals of Research Administration and Management" (2013)
"Understanding Travel Tracks" (2012)

EXPERTISE AND SKILLS

Research and Investigation
Strong grammar, spelling, punctuation
Supervision and training of employees/volunteers
OMB Circulars A-21, A-110. CFR, FAR

Microsoft Office Suite
SAP
PIVOT

Concur/Travel Tracks

LEADERSHIP POSITIONS

Texas State University, San Marcos, TX

- Academic Advisor – Law & Justice Association (2026 – present)

Sweetwater Glen Subdivision, Austin, TX, HOA Board Member (2018 – 2020)

- Secretary for board governing community of 238 homes

Catholic Daughters of the Americas, Our Lady Queen of Apostles, Court #2391, Austin, TX, *Regent,* (2018-2022)

- Leader of 60-member court
- Oversaw spiritual and fundraising activities of court and annual charitable gift giving averaging $10,000 per year
- Represented court in local, state, and national CDA functions

Catholic Daughters of the Americas, Our Lady Queen of Apostles, Court #2391, Austin, TX, *Treasurer,* (2014 – 2018, 2024 -present)

- Responsible for collecting, depositing, and dispersing all monies related to the court, including $10,000 raised annually
- Kept extensive records related to all monetary processes of the court.

Stephen F. Austin High School, Austin, TX, *Volunteer Coordinator,* Administrative Office (2002-2006)

- Provided training for various positions
- Scheduled volunteers for shifts throughout the year
- Organized yearly volunteer appreciation luncheons

St. Ignatius, Martyr, School, Austin, TX, *President and Member,* School Board (1995-1999, 2021 - present)

- Worked with principal, faculty, and pastor of parish to create school policies
- Analyzed and made recommendations for program budget
- Participated in hiring faculty
- Acted as liaison between parish and school members

RESEARCH INTERESTS

- Penology
- Wrongful Convictions
- Death Penalty