

# JULIUS J. GRAY, JD, MPA

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2250 Holly Hall Apt. 1106 Houston, TX 77054

## Summary of Qualifications

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Versatile professional with extensive experience in federal, state, and international policy execution, institutional and departmental procedures, compliance, securing sensitive assessments/reports, recruitment, mediation, advertising, best practices and quantitative analysis.

## Education

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<b>Juris Doctor, Thurgood Marshall School of Law, Texas Southern University</b> <b>Specialization: Mediation &amp; Family Mediation</b> Houston, TX	<b>August 2012 to May 2015</b>
<b>Executive Master of Public Administration, Texas Southern University</b> <b>Cum Laude Honors</b> Houston, Texas	<b>August 2010 to Dec 2011</b>
<b>Bachelor of Arts, Legal Studies, University of Central Florida</b> Orlando, Florida	<b>August 2001 to May 2005</b>

## Experience

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**Transcript Evaluator, Texas Southern University** **August 2018 to Present**  
**The Office of the Registrar**  
**Transfer Admissions**  
Houston, Texas

### **Enrollment Services, August 2018 to Present**

- Compile reports and assessments for staff and faculty.
- Correct transfer credit hour discrepancies for student matriculation and career advancement.
- Coordinate with several academic departments.
- Supervise 3 to 10 student assistants.
- Advisor to University Registrar in matters related to Banner 9 Articulation, departmental effectiveness and assessment yearly progression.
- Handle high-level academic issues within the department.
- Link between the academic staff, faculty and students in all transfer matters related to instructional programs.
- Coordinate with educational planners to achieve transfer retention success.
- Collaborate with various levels of management and external entities to gather information pertaining to key issues.

### **Other Positions Held at Texas Southern University (Robert James Terry Library)**

#### **Graduate Reference Librarian, Texas Southern University**

- Advises over 500 students based on department's programs and student's matriculation schedule.
- Taught class once a week to freshmen how to use electronic databases.
- Handled administrative work, such as budget and tuition analysis, filing, answering phones, office correspondence, requisitions, office coordination, desktop publishing, and word processing.
- Reviewed compliance standards from accrediting bodies and maintain program records to use for program accreditation efforts.
- Coordinated with textbook publishers for book adoption and negotiation.
- Researched topics as directed.

**Sam's Club, Wal-Mart Corporation.**

**June 2010 to February 2011**

**Fannin#1615**

**Houston, Texas**

- Responsible for leading and providing customer service representatives with hands on training, explained company policy.
- Handled escalated customer issues, routed deliveries, and processed credit card applications,
- Assisted customers with merchandise and purchases and answered phones,
- Handled cash and credit receipts averaging over \$50,000 in daily sales, conducted store closing procedure, and prepared nightly deposit.

## **Skills**

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- 10 years of institutional, federal, and state policy implementation experience.
- 40-hour mediation training and certification.
- Analytical Research and Legal Writing.
- Microsoft Office (MacOS/Windows).
- Excellent listener and communicator who successfully conveys information verbally and in writing.

Advanced problem-solver who can produce effective outcomes.



