

Applied Administration



What can I do with this major?

Related Careers

An applied administration program can allow students to pursue business goals, and is ideal for students and working adults who want to move into supervisory leadership or administrative positions. Depending on a student's chosen field of emphasis, careers options may include healthcare manager, human resource manager, or supervisor. Graduates of the program may become administrators and/or supervisors in:

- Business-related organizations
- Law offices; may also satisfy bachelor's degree requirement for admission to law school
- Healthcare administration, including but not limited to medical and diagnostic laboratories, general medical and surgical hospitals, and physicians' offices
- Computer networking, programming and integrated technology for various organizations
- Construction projects
- Non-profit organizations

Career Opportunities

Career opportunities can be pursued in the following areas and many others:

Management | Banking | Sales | Community Development

With further education, one of these paths is possible:

Attorney | Financial Analyst | Community College Instructor

Explore Career-Specific Websites

wsj.com | <http://guides.wsj.com/careers/>

efinancialcareers.com

careercast.com | <http://www.careercast.com/jobs/browse>

then choose your category

careermarketplace.com | then search for specific job categories

Graduate School Considerations *Programs not offered at UHD

- Business Administration (MBA)
- *Technology Management (MS)
- *Health Administration (MS)
- *Public Health
- Teaching
- Data Analytics (MS)
- Security Management
- *Law (LLM, JD)
- Non-Profit Management
- *Library Science
- *Health Education (M.Ed.)
- *Physical Therapy (DPT)

UHD Community Partnerships

Local organizations have offered internships or field experience to students.

Lone Star College	Pilot Valuation	MassMutual Greater Houston	Journey of Faith UMC
FSR Services	NAJMTEK	Academy Sports & Outdoors	United Surgical Partners Intl
USPI	Klass Time	Security America Mortgage	Designimations
Northside Imports Houston	Shiftgig	Dale Guidry State Farm Insurance	Houston Community College
SafeKick Americas	TNRG	The Houston Wave	GCCSA/KIPP Explore
Lone Star College	SK Pacific	FirstService Residential Houston	DOW Chemical
Modi Law Firm	AIG	Vector Marketing	HFF

What is a Bachelor of Applied Arts and Sciences in Applied Administration?

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The Bachelor of Applied Arts and Sciences in Applied Administration (BAAS-AA) is designed to offer students the opportunity to develop competencies, skills, and the foundation preparation for promotion to administrative and supervisory positions in organizations. Students must have completed an Associate of Applied Science (AAS) degree that includes an integrated block of workforce development technical/occupational courses that develops skills/knowledge needed for employment.

Interested in discussing your career path possibilities?

Visit (402-S) or call (713-221-8980) the Career Development Center

GAYLE GATOR

Houston, TX | (832) 000-0000 | gayle.gator@outlook.com

SUMMARY

Business Analyst with 6+ years of experience supporting business solutions and analyzing business operations in the banking and oil and gas industries. Proven ability to improve business profitability and efficiency. Possess an A.A.S in Business Management and candidate for B.A.A.S. in Applied Administration.

SKILLS

Experienced with Siebel, Avaya, SAP, SharePoint, Great Plains, Salesforce, and Crystal Reports
Proficient in Microsoft (MS) Office (Excel, Word, Outlook, PowerPoint, Visio)
Expert knowledge of SQL and Relational Database Management Systems

WORK HISTORY

Optimum LLC, Houston, TX

Business Analyst

July 2015 – Present

- Analyze profitability of ATM terminals, work with Sales to improve profitability by 30%
- Query data to assist the team with investigation of issues, and monthly tasks such as commission payment runs, fee settlement reports, updates to existing data, and creation of new data
- Gathering business and data requirements from business stakeholders and analyze data to find lost revenue
- Identify, document, & implement business process improvements, increasing efficiency by 20%
- Prepare Fee Settlement statements for merchants with \$50,000 thresholds for accounting

Gain Energy, Houston, TX

Quality Control Analyst

September 2013 – July 2015

- Applied corporate systems to analyze trends and detect gaps in order to provide recommendations for employee performance and process improvements
- Facilitated calibration meetings to measure consistency level at 90% against business and quality expectations
- Improved best practices for new performance initiatives for 8 retail brands
- Produced 85-100 audits per month to measure performance against company goals
- Trained over 20 employees on the maintenance and implementation of business rules and policies and delivered and maintained KPI reports based on employee performance evaluations

Account Management Representative

February 2011 – September 2013

- Operated as a Subject Matter Expert for problem-solving customer accounts
- Built and maintained strong client relationships for 50 small business and commercial portfolio accounts
- Exceeded retention-conversion goal of 40% in negotiating and executing contract renewals

EDUCATION

University of Houston-Downtown, Houston, TX

Bachelor of Arts and Sciences in Applied Administration Candidate, cum laude, December 2018

GPA: 3.6/4.0

Lone Star Community College, Houston, TX

Associate of Applied Arts and Science in Business Management, December 2015