

# JESSICA CLAIRE

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## SUMMARY

Skilled Database Specialist bringing more than 24 years of experience in a school district. Proficient in Managing database and web applications. Collaborative and team-oriented with first-rate oral and written communication, complex problem-solving, and decision-making abilities. Motivated self-starter consistently meets deadlines and succeeds in high-pressure environments.

## SKILLS

- Information Systems Management (Infinite Campus)
- CALPADS LEA Coordinator
- Bilingual
- Detail oriented
- Bi literate
- Data Management
- Microsoft Excel
- Microsoft SQL
- Clever
- CBEDS
- CRDC
- Illuminate
- Complex problem solving
- Strong customer service skills
- Documentation and Reporting
- Technologically advanced

## EXPERIENCE

### 02/2018 to Current DATABASE SPECIALIST

Bae Systems – Sterling, VA

- Work with Human Resources, Educational Support Service, Child Nutrition, Special Education, school site Administrators, Registrars, LVNs, and staff in the collection and input of the data requirements
- Administer system security (e.g. authorization, access, read only, passwords, etc.)
- Provide support, guidance and training to staff in the mandatory data input for state/federal accountability requirements, requiring independent judgement and discretion
- Reconcile data between student information system (Infinite Campus) and CALPADS system
- Manage accurate and timely CSIS and CALPADS submissions; related to CENSUS Day (CBEDS)
- Use technical knowledge and knowledge of the district data resources to consult with school sites and other decisions to solve data problems
- Analyze applications, systems and user requirements (e.g. data sources, input requirements, reporting capabilities, workflows, etc.)
- Design and execute specialized complex queries using a variety of databases and software
- Respond to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support
- Monitor the integrity of assessment databases
- Develop and prepare user materials for the purpose of providing instruction and reference
- Assist parents and students with their log in information into Infinite Campus and parent portal and other programs our students use
- Update appropriate access and create accounts to staff members programs and applications; Star/Renaissance, Infinite Campus, CALPADS and Illuminate
- Communicate with vendors to troubleshoot and fix issues in different programs and applications
- Manage and supervise State and Federal data submissions; California Longitudinal Pupil Achievement Data Systems (CALPADS), and Civil rights Data Collection (CRDC)
- Manage and supervise the data transfer (import/export) between various Student Information Systems and database
- Manage, supervise and support the day to day operation of the District's Student Information Systems; Infinite Campus

### 06/2015 to 01/2018 SECRETARY to the ADMINISTRATOR of SPECIAL PROJECTS

Loyola University Of Chicago Inc – Chicago, IL

- Responded to a wide variety of calls: inquiries, calls, concerns, and or complaints, from a variety of internal and external parties from the public, parents, staff and students
- Coordinated and scheduled activities and/or programs for the Director of Special Projects, Title VI, Gear up and the Department (ex; ordered supplies, arranged appointments, task assignments, projects, meetings, luncheons, workshops, travel arrangements and accommodations.)
- Maintained system for complex manual and electronic documents, files, records, materials, correspondence, agendas, programs, charts, surveys: forms, mail, supplies, and deliveries
- Created ADHOC reports in the Student's Information System (Infinite Campus) for accuracy of the data
- Trained and supervised Title VI Instructional Aides
- Created Parent links in Blackboard in English and translate to Spanish to inform parents for upcoming meetings and important information
- Recruited retired teachers to administer CELDT testing to students
- Maintained financial data and records (ex; time sheets, mileage/travel reimbursements, purchase orders, and invoices)

### 08/2007 to 05/2015 BILINGUAL COMMUNITY LIAISON

East Montana Middle School – El Paso, TX

- Maintained a variety of confidential and non-confidential lists and records
- Trained and supervised teachers to administer CELDT testing to English Learner students
- Organized and scheduled LAS Testing for the Dual Language program
- Managed English Learners data
- Contacted districts/schools to obtain testing information for transferring students
- Screened teachers time sheets for accuracy
- Supervised school secretaries imputing accurate data in the Student Information System
- Formulated Order Forms for testing materials
- Prepared parent letters in Spanish and English on test results
- Attended yearly trainings to administer CELDT testing

### 09/1997 to 07/2007 INSTRUCTIONAL AIDE

Valley Center-Pauma Unified School District – City, STATE

- Developed lesson plans to work with students and increase interest in higher learning
- Provided classroom support throughout planned instruction and individual lessons
- Maintained safety and security to students with special needs
- Evaluated individual student needs and assessed academic and social situations to address challenges and goals
- Prepared lesson materials and visual aids to reinforce lesson concepts
- Tutored and assisted children individually and in small groups to help master assignments and reinforce learning concepts
- Translated IEP's

## EDUCATION AND TRAINING

### 05/2022 Bachelor of Science: Business Administration

Central State University - Wilberforce, OH

### 01/2018 Associate of Arts: Social Sciences

Palomar College - San Marcos, CA.

### 01/2018 Associate of Arts: Psychology

Palomar College - San Marcos, CA

### 01/2018 Associate of Arts: General Studies, Social And Behavioral Sciences

Palomar College - San Marcos, CA.

## LANGUAGES

English:

Negotiated:

Spanish:

Negotiated:

## ACTIVITIES AND HONORS

- Member of Delta Mu Delta (International Honor Society in Business)
- Dean's List for Central State University