

Jessica Claire

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SUMMARY Skilled Database Specialist bringing more than 25 years of experience in a school district, as well as key skills in modeling and warehousing of data, development and strategic collection of data. Proficient in technical software, languages and tools, and learns new strategies quickly. 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 Administrator
 - Data Conversion and Migration
 - Bilingual
 - Problem Resolution
 - Detail Oriented
 - Bi literate
 - Data Management
 - Microsoft Excel
 - Microsoft SQL
 - Clever
 - CBEDS
 - CRDC
 - Illuminate
 - Complex Problem Solving
 - Project Management
 - Documentation and Reporting
 - Client Relations
 - Data Review

EXPERIENCE **DATABASE SPECIALIST** 02/2018 to CURRENT

Bae Systems | Louisville, KY

- Coordinates 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.
- Administers system security (e.g. authorization, access, read only, passwords, etc.) for the purpose of regulating access to the student information system and ensuring confidentiality of student, staff and parent records
- Coordinates the use of demographic fields in the student information system (SIS) to maintain a high level of data input/output efficiency and accessibility
- 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
- Responsible for all accurate and timely CSIS and CALPADS submissions; actively participate in the accuracy of data 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
- Responsible for the creation, and documentation of custom extracts and ad-hoc reports
- Analyzes applications, systems and user requirements (e.g. data sources, input requirements, reporting capabilities, workflows, etc.) for the purpose of creating and enhancing user requested specialized data access
- Design and execute specialized complex queries using a variety of databases and software
- Responds 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
- Develops and prepares 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 work with
- Giving the appropriate access and creating accounts to staff members to Star /Renaissance, Infinite Campus, and Illuminate depending on their title and the access needed
- Communicate with our different vendors to troubleshoot and fix issues we are having with their programs
- Manages and supervises 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 and supervise the enforcement of data entry and data security standards in relation to the districts Student Information System
- Manage, supervise and support the day to day operation of the District's Student Information Systems; Infinite Campus,

SECRETARY TO THE ADMINISTRATOR OF SPECIAL PROJECTS

06/2015 to 01/2018

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
- Screened and processed the Director of Special project's mail referring to other staff members as appropriate
- Coordinated and scheduled a variety of 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,) for the purpose of assisting and ensuring our staff and programs are running smoothly
- 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 our Information system (Infinite Campus) to make sure our student information system was correct and accurate
- Trained and supervised our Title VI Instructional Aides
- Created Parent links in Blackboard in English and translate to Spanish to inform our parents for upcoming meetings and important information
- Recruited retired teachers to help with administrating CELDT Test to students
- Maintained financial data and records and related information pertinent to the Director of Special Projects and the department (ex: time sheets, mileage/travel reimbursements, purchase orders, and invoices,) for the purpose of maintaining accurate account balances and complying with financial related policies, practices and/or guidelines
- Performed other related duties as assigned, supporting the Director of Special Projects and staff to provide assistance with administrative functions, and supporting them in completing their work activities for the purpose of ensuring an efficient and effective work environment and meeting the needs of the District

BILINGUAL COMMUNITY LIAISON

08/2007 to 05/2015

East Montana Middle School | El Paso, TX

- Maintained a variety of confidential and non-confidential lists and records
- Prepared a variety of documents, reports and written materials for the purpose of communicating information to parents and staff
- Trained and supervised teachers to administer CELDT testing to our English Learner students
- Organized and schedules LAS Testing for students participating in the Dual Language program
- Worked daily on Infinite Campus, creating ADHOCS reports, and imputing students information
- Contacted districts/schools to obtain testing information for transferring students in order to provide the most up to date test results and the appropriate student language proficiency
- Checked teachers time sheets to make sure they were accurate
- Oversaw and checked to make sure secretaries were imputing the correct Primary Language on Infinite Campus
- Formulate Order Forms for testing materials, and prepare and shipped students tests
- Prepare parent letter in Spanish and English based on Language correspondence and mail CELDT results to parents
- Attend yearly trainings on how to administer and train for CELDT testing

INSTRUCTIONAL AIDE

09/1997 to 07/2007

Valley Center-Pauma Unified School District | City, STATE

- Created new lesson plans based on course objectives
- Developed lesson plans to work with students and increase interest in higher learning
- Documented student attendance and progress
- Provided classroom support throughout planned instruction and individual lessons.
- Maintained safety and security to students with special needs
- Provided support during classes, group lessons and classroom activities
- 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.
- Used lectures, discussions, or supervised role-playing methods to present subject matter to students under direction and guidance of teachers.
- Tutored and assisted children individually and in small groups to help master assignments and reinforce learning concepts.
- Worked one-on-one with special needs students to help navigate through school challenges.
- Translated IEP's
- Delivered instruction individually or in small groups with support from instructor.

EDUCATION AND TRAINING **Bachelor of Science** | Business Administration 05/2022

Central State University, Wilberforce, OH

Associate of Arts | Social Sciences

01/2018

Palomar College, San Marcos, CA.

Associate of Arts | Psychology

01/2018

Palomar College, San Marcos, CA.

Associate of Arts | General Studies, Social And Behavioral Sciences

01/2018

Palomar College, San Marcos, CA.

High School Diploma

01/1996

Orange Glen High, Escondido, Ca.

LANGUAGES **English:** **Spanish:** **Negotiated:** **Negotiated:**

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