

# JESSICA CLAIRE

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## Professional Summary

Highly organized and very ambitious Database Specialist and CALPADS LEA Admin with extensive experience extracting reports from one database to another. Extensive experience with School Database, CALPADS, and many programs in School District. Strong collaborator and team player with excellent communication skills and expertise in analytical problem-solving.

## Skills

- Detail oriented
- Excellent communication skills
- Bilingual
- Fast learner
- Biliterate
- Self Driven
- Multi task
- Very Independent and works well with others
- Troubleshooting technical issues
- Data audits

## Work History

### DATABASE SPECIALIST, 02/2018 to Current

#### American Heart Association – Jacksonville, FL

- Consistently meet deadlines and requirements for CALPADS, state reporting system
- Compile Reports for staff members, to help them complete their tasks in a timely manner
- Communicate and coordinate with other departments to maintain a clean data system
- Create step by step instructions for staff to help them with projects needed assistance with
- Extract reports from Infinite Campus to CALPADS, to maintain data accurate and up to date
- Diagnose and troubleshoot issues with Infinite Campus, Report Manager, STAR/Renaissance, Illuminate, Blackboard, TOMS and other different programs
- Assisting staff with different programs and providing them with access needed to be able to log into variety of programs currently available
- Record keeping of when deadlines are due and different reports needed to submit to the state
- Opening and closing grading window for eight schools, in order for teachers to submit their student's grades in a timely manner
- Assist parents and students with their log in information into Infinite Campus and parent portal and other programs students work with
- Giving appropriate access and creating accounts to staff members to Star /Renaissance, Infinite Campus, and Illuminate depending on their title and access needed
- Assisting principals and staff members in creating parent link in English and translating them to Spanish, to go out to parents informing them of different events and important information
- Trained PE staff with Illuminate, and making sure their data is entered in a timely manner in order to meet deadlines
- Communicate with different vendors to troubleshoot and fix issues are having with their programs
- Update and organize CALPADS, Infinite Campus, STAR/Renaissance, Illuminate, Blackboard, TOMS and CAASPP databases to handle customer and student, staff and parent's data
- Administer, support and monitor databases by proactively resolving database issues
- Set up and control user profiles and access levels for each database segment to protect important data
- Communicate with vendors, manufacturers, District administrators and personnel concerning system needs and applications; attend meetings, workshops and seminars to maintain current knowledge of technological advancements

### Administrative Secretary, 06/2015 to 01/2018

#### Sierra Vista Unified School District – Sierra Vista, AZ

- Responded to a wide variety of calls: inquiries, concerns, and or complaints, from the public, parents, staff and students
- Sorted, opened and routed incoming correspondence and deliveries to help senior leaders respond quickly to business and customer requirements
- 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 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 to make sure student information system was correct and accurate
- Trained and guided Title VI Instructional Aides to make sure they had the proper help to work with their Native American students
- Created Parent links in English and translate to Spanish to inform parents for upcoming meetings, emergencies 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
- Produced highly accurate internal and external letters and memoranda
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation
- Delivered top-notch administrative support to office staff, promoting excellence in office operations
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail
- Continually sought methods for improving daily operations, communications with clients, record keeping and data entry for increased efficiency

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

#### Loyola University Of Chicago Inc – Chicago, IL

- Maintained a variety of confidential and non-confidential lists and records os students
- Prepared a variety of documents, reports and written materials for the purpose of communicating information to parents and staff
- Trained and assisted teachers to administer CELDT testing to English Learner students
- Organized and scheduled LAS Testing for students participating in the Dual Language program
- Worked daily onStudent Information System; Infinite Campus, creating ADHOC reports, and imputing students information
- Contacted other 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 and other staff time sheets to make sure they were accurate
- Oversaw and check to make sure secretaries were imputing correct Primary Language in Infinite Campus
- Formulate Order Forms for testing materials, and prepared and shipped test results back to the state
- Prepared parent letters in Spanish and English, based on Language correspondence and mailed CELDT results to parents
- Attended yearly trainings on how to administer and train for CELDT testing
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately
- Resolved conflicts and negotiated agreements between parties in order to reach win-win solutions to disagreements and clarify misunderstandings

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

#### Viejas Enterprises – Alpine, CA

- Provided support during classes, group lessons and classroom activities
- Organized classroom materials to help teachers prepare for daily instruction and activities
- Assisted and mentored students in groups of up to eight by reviewing lesson teachings
- Assigned grades for coursework and tests using answer key, recorded results and informed teacher of performance
- Created lesson materials, visuals and digital presentations to supplement lesson plans
- Delivered curriculum in both one-on-one lessons and group learning environments
- Tutored struggling students individually and in small groups to reinforce learning concepts
- Supported classroom activities, including tutoring, grading homework and reviewing exams
- Enhanced learning plans and quantified student progress using quizzes, essays and projects
- Distributed learning materials such as worksheets, textbooks and supplemental activities
- Took attendance, graded assignments and maintained student records to assist teachers with administrative tasks and maintain smooth daily operations
- Supported instructor with test administration, curriculum development and assignment grading
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher
- Translated IEP's
- Shadowed students from class to class to assist them in help they needed in the classroom
- Maintained safety and security to students with special needs

## Education

### Associate of Arts: Social Sciences, 2018

#### Palomar College - San Marcos, CA

### Associate of Arts: Psychology, 2018

#### Palomar College - San Marcos, CA

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

#### Palomar College - San Marcos, CA

### High School Diploma: 1996

#### Orange Glen High - Escondido, CA

### BBA: With Emphasis in Technology

#### Central State University - Wilberforce, OH

- Continuing education