

Experience

Raul Yzaguirre Schools for Success

August 2020 - Present

Instructional Aide/ Interim Secretary/ Receptionist

Daily tasks consist of supporting both the teachers and the students. Working with the guidance of a certified teacher, my duties were to reinforce lessons but reviewing the material in small groups or one on one, follow school and class rules to teach students proper behavior and supported students with behavioral needs. Perform recordkeeping duties associated with the classroom such as attendance. Provide teacher coverage during absences. Outside of the classroom my roles included: Receptionist and interim executive administrative assistant, assists with the registration, enrollment, overseeing LEP, LAS testing, entering data, oversee technology deployment and upkeep. Work under minimum supervision, follow complex written and verbal instructions, manage routine work activities, and provide clerical services to the primary school principal. Provide other administrative support as necessary doing research and creating reports. Handle confidential information which includes maintaining payroll records, monitor personnel time records including sick leave balances, vacation, and special leave requests. Perform standard and advanced secretarial and administrative duties, as well as independent project assignments. Make meeting arrangements for department activities including preparing materials, scheduling, and setting up facilities, testing coordinator assistant and arranging equipment.

HEB

May 2019 – Present

Bakery Customer Service/ Flex

At HEB expectations are to work with customers stay attentive to their needs. Tasks include slicing, packaging, labelling, and rotating products. Answer multi-lined phone calls to transfer to the correct department and take phone orders. Daily data entry to record production and shrink to aid in production planning. Maintain merchandise at specific temperatures and locations. Followed procedures for maintaining the merchandise and store to meet food safety and sanitation standards. Consistent needs for flexibility and adaptability were needed at the peak of the pandemic. Duties extended outside of the bakery, including deli, curbside, and front store.

WSP USA Services

August 2017- August 2019

Home Inspector

After Hurricanes Harvey, Irma, and Maria devastated the US and its territories, the Department of Homeland Security contracted WSP to assist with disaster relief. Tasks included inspecting damages, helping citizens with their aid applications. Create a schedule for each day to set up appointments with the victims, enter data over the analysis of the property damages, and communicate with a supervisor for all concerning interactions.

Qualifications:

Excellent written, verbal communication, customer service and organizational techniques and skills.

Ability to interact professionally with all people of all diversity and at all levels

Bilingual- Spanish; able to read, write and speak fluently

Pleasant personality, hardworking and dedicated

Self-starter with the ability to work independently and accurately while multi-tasking and meeting deadlines

Certificates and Skills:

LAS and Pre LAS certified

TEA Certified

Bilingual- Spanish and English

Education:

YES Prep Public Schools

Houston Community College

May 2015

Present