MIGUEL PENA

CONTACT

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SKILLS

- IT Management
- Data Security
- Tech Support
- Project Management
- Communication

- Team Building
- Administration
- Web Development
- Full-Stack Web Development
- React
- NoSQL
- PSQL

EDUCATION

Computer Information Technology

Monroe College

2017-2019

I learned foundational knowledge in computer systems, technology infrastructure, and information management

Software Engineer

Columbia University EdX Boot Camp

2024-2024

I learned advanced coding skills, including JavaScript, HTML/CSS, and working with APIs, Bootstrap, MySQL, NoSQL, React, MongoDB, PWA.

LANGUAGES

English ▬▬▬▬▬▬▬▬▬▬

Spanish ▬▬▬▬▬▬▬▬▬▬

PROFILE

Experienced Operations Manager with a strong background in IT management, educational technology, and administration. Proven success in overseeing school-wide IT infrastructure, managing data security, and implementing advanced coding skills such as JavaScript, HTML/CSS, and working with APIs. Skilled in curriculum development, project management, and ensuring compliance with educational regulations. Known for enhancing operational efficiency, fostering a supportive learning environment, and driving innovation in both IT and educational settings.

WORK EXPERIENCE

Founding Operations and IT Manager
Emblaze Academy Charter School   2018-2024

- Managed school IT, tracked equipment, coordinated vendor installations, maintained confidential data, and resolved website, vendor, and telecom challenges.
- Coordinated DOE-provided busing for General Education and Special Education, responding to inquiries regarding busing exceptions.
- Oversaw office management duties, tasks, and deliverables.
- Ensured day-to-day functionality of school-wide technology.
- Provided professional development to all staff on technology and school systems (PowerSchool, ParentSquare, etc.).
- Responded to information requests from superiors, providing specific documentation.
- Controlled departmental facilities use and approved repair or improvement requests.
- Ensured that all student data regarding state test scores and regents, were submitted to ATS.
- Manage application submissions, conduct the lottery process, maintain communication with families, ensure data accuracy, generate reports, provide training and support, and ensure compliance and documentation using SchoolMint.
- Sat on the Front office to ensure that all entities were safe and monitored security cameras to ensure that the perimeter was safe.

Senior Group Leader
Casita Maria Center for Arts and Education   2015-2018

- Ensured students were actively engaged and safe during all activities and instructional periods.
- Designed and executed learning activities to enhance students' academic performance, physical health, and social development.
- Created a supportive and inclusive classroom atmosphere where students could excel by collaborating and helping each other.
- Developed and facilitated team-building activities to promote camaraderie and a friendly, cooperative environment among students.
- Crafted a curriculum based on 21st-century computer gaming, incorporating keyboard skills and introductory coding lessons to enhance technological literacy.
- Maintained clear and effective communication with peers, participants, supervisors, and school administration to ensure cohesive and efficient operations.