
César Siguencia

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WORK EXPERIENCE

Mount Carmel-Holy Rosary School, New York, NY

Operations Coordinator

October 2021 - Present

** Promoted to this position by school principal in the 21-22 academic year*

- Manage of student tuition collection, financial aid, and school data entry, ensuring all school systems data is accurate and up to date
- Maintenance of student attendance records, files, and financial documents on a consistent basis
- Reconcile all deposits made to school, including manual customer payments and corporation donations
- Manage inventory of school technology and technical support for all classrooms
- Serve as school's main communications body by producing weekly newsletters, template emails, and emergency alerts
- Ensures impeccable customer service is provided by all front office staff to visitors and families
- Lead and prepared various student recruitment events, multicultural showcases, and student concerts
- Planning of school operation logistics, including schedules, field trips, and building sanitation maintenance
- Actively implements and ensures policies and procedures are followed by the school community
- Helped create a new staff hall monitor position for teachers to ensure continuous safety and obedience from students in public spaces
- Continue to fulfill all tasks from previously held Operations Associate position

Operations Associate

November 2018 - October 2021

- Analyzed and collected general student data, and aided with school metrics
- Collected and tracked hours for employee payroll daily
- Communicated to families regarding student incidents, payment deadline reminders, and missing documents
- Greeted students and families during morning drop off and supported dismissal sessions daily
- Aided the Director of Operations with the school's yearly Article 43 regulation compliance
- Aided the Director of Operations with finances management as well as supply inventory
- Supported student admissions by collecting inquiries, applications, new student registrations, and led tours
- Served as additional classroom support or as a substitute teacher for classes when needed
- Chaperoned three classes for lunch and recess sessions daily

EDUCATION

Columbia University Full Stack Web Development, New York, NY

December 2021 - May 2022

- Earned full stack web development certificate

Bowdoin College, Brunswick, ME

August 2014 - May 2018

Bachelor of Arts: Sociology and Music

- Recipient of the Goldsmith Adams Research Award in 2016 for a summer study abroad in Beijing
- Awarded all expenses paid service trip to volunteer at various San Francisco non-profits during one spring break

SKILLS

Computer Skills: Word, Excel, PowerPoint, Microsoft Office suite, Google Drive suite, Apple OSX and Windows, Logic Pro, Final Cut Pro, Pixelmator Pro, MailChimp, VSCode, web development, general technical support

General Skills: Multitasking various projects, data management and analyzer, systems alignment, public speaking, presentation experience, extensive customer support experience, extensive teaching and lesson planning experience, extensive verbal and writing skills, working independently or collaboratively, creativity for design and planning, customer and employee confidentiality experience, sound engineer, audio and video creation

Languages: Fluency in English and Spanish, intermediate proficiency in Chinese