
César Siguencia

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WORK EXPERIENCE

Mount Carmel-Holy Rosary School, New York, NY

Operations Coordinator

October 2021 - Present

- Manage student tuition collection system, financial aid applications, distribution of scholarships, school metrics, data alignment, and reconciliation of deposits and donations from customers, corporations, and nonprofits.
- Manage inventory of school technology and serve as designated classroom technical support.
- Ensures impeccable customer service is provided by all office staff to visitors and parents.
- Lead and prepare various student recruitment events, multicultural showcases, faculty social events, and 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.

Key Accomplishments

- * Promoted to this position by school principal in the 21-22 academic year.
- * Helped create a staff hall monitor role to ensure continuous safety and obedience from students in school public areas.
- * Continue to fulfill all tasks from the previously held Operations Associate position.

Operations Associate

November 2018 - October 2021

- Communicated to families regarding student incidents, payment deadline reminders, and missing documents.
- Supported maintenance of student attendance records, files, and financial documents on a consistent basis.
- Analyzed and collected general student data, school metrics, and employee payroll daily.
- Chaperoned three classes of a total of 50 students for lunch and recess sessions daily.
- Aided the Director of Operations with the school's yearly Article 43 regulation compliance, finances management, supply inventory, and employee onboarding procedures.
- Served as additional classroom support or as a substitute teacher for various classes when needed.
- Supported student admissions by collecting inquiries, applications, new student registrations, and led tours.

Key Accomplishments

- * Promoted to serve as the school's newsletter author and designer which would be sent to the school community weekly.
- * Lead and started a small beatmaking and music production group for middle school students based on student interest.
- * Created and promoted a recycling program in the school for all community members to adhere and follow.

EDUCATION

Columbia University, New York, NY

December 2021 - May 2022

Certificate: Coding Boot Camp / Full Stack Web Development

Bowdoin College, Brunswick, ME

August 2014 - May 2018

Bachelor of Arts: Majors - Sociology and Music / Minor - Mandarin Chinese

- First generation college graduate with 39 completed credits out of a required 32.
- Recipient of the Goldsmith Adams Research Award in 2016 for a summer study abroad in Beijing, China.
- Awarded all expenses paid service trip to volunteer at various San Francisco non-profits during one spring break.

SKILLS

Computer Skills: Microsoft Office suite, Google Drive suite, OSX, Windows, Zoom, Slack, Logic Pro, Final Cut Pro, Pixelmator Pro, MailChimp, SQL, HTML, CSS, JavaScript, Python, React.js, Node.js, web development, IT/hardware support

General Skills: Multitasking various projects, data management and analyzer, systems alignment, managing small teams, HR, 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 and recording engineer, audio and video production

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