

Claire Romillo

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<https://github.com/cromillo> | <https://linkedin.com/in/claire-romillo> | <https://cromillo.github.io/Portfolio/>

Motivated Data Administrator with non-profit management experience. Seeking to hone management and web development skills. Experienced in custom web and data apps. Multi-tasker - thrives in fast-paced, challenging environments.

EDUCATION

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| University of California, Los Angeles, Los Angeles, CA <i>Coding Boot Camp, Full Stack Web Development Certified</i> Emphasis in design and building web apps with programs: HTML5, CSS3, JavaScript, jQuery, Bootstrap, Node.js, MySQL, MongoDB, Express, Handlebars JS, and React | 12/2019 |
| Mount Saint Mary's University, Los Angeles, CA M.S. Counseling Psychology, GPA: 3.9 | 06/2015 |
| California State University Los Angeles, Los Angeles, CA B.S. Psychology, GPA: 3.8 | 08/2012 |

APPS DEVELOPED

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| Let's Talk...! | Language translator app, users learn new words and sentences, 5 languages, user-friendly interface | https://lets-talk-vocab.herokuapp.com/ |
| Fitness Tracker | Fitness tracking app, allows users to reach their goals quickly by viewing, creating, and tracking daily workouts | https://fitness-tracker-assignment.herokuapp.com |

PROFESSIONAL EXPERIENCE

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| The Help Group | <i>Data Administrator</i> | 02/2020 – Present |
| <ul style="list-style-type: none">• Manage and lead 16 schools, teachers, and administrators in training and implementing PowerSchool database• Uphold PowerSchool account, and create and present information to school administrators and users• Manage and maintain SIS, SE, and EHRS system environments and recommend improvements• Support website and technology needs and requests of all school site staff | | |
| Alliance for Housing and Healing | <i>Intensive Case Manager, Housing for Health</i> | 12/2018 - 09/2019 |
| <ul style="list-style-type: none">• Identified permanent, affordable housing, provided life skills (financial management, employment, legal issues) for clients• Developed service plans with needs from DHS-approved psychosocial assessment using Casewatch, CHAMP, and Salesforce• Coordinated across departments and providers to resolve issues related to health and housing that jeopardized stability | | |
| Asian Pacific AIDS Intervention Team (APAIT) | <i>Service Navigator / Case Manager</i> | 03/2016 - 08/2018 |
| <ul style="list-style-type: none">• Created and delivered Mental Health First Aid trainings for in-house staff and outside partner organizations• Used motivational interviewing and trauma-informed care to create individualized service plans based on client strengths• Researched and reported information about community resources (e.g., health, education, financial, benefits)• Facilitated weekly support group activities for PLWHA, Filipino, Women, LGBTQA+ youth, and potential advocacy leaders | | |
| Mount Saint Mary's University, Student Health Services | <i>Program Assistant</i> | 05/2012 - 03/2016 |
| <ul style="list-style-type: none">• Assisted with MSMU campus wide health educational programming and promotional activities.• Provided support to nurses and counseling staff in medical and psychological crises situations.• Performed clerical and administrative tasks using EHR in a women's college student health environment. | | |
| Los Angeles LGBT Center | <i>Ticket Booth Specialist</i> | 02/2012 - 12/2013 |
| <ul style="list-style-type: none">• Registered students with Eventbrite and EMS, sold tickets, collected equipment fees, generated rental invoices | | |
| National Association of Television Program Executives (NATPE) | <i>Database Assistant</i> | 09/2006 - 08/2011 |
| <ul style="list-style-type: none">• Supported bi-annual convention: registered clients, exhibitor set-up, guest badge printing, and handled payments• Assisted Database Manager with updating and maintaining the 20,000+ client database using NDS and Pivotal | | |