Claire Romillo

c_romillo@yahoo.com | Northridge, CA 91343

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

University of California, Los Angeles, Los Angeles, CA   12/2019
Coding Boot Camp, Full Stack Web Development Certified
Emphasis in design and building web apps with programs: HTML5, CSS3, JavaScript, jQuery, Bootstrap, Node.js, MySQL, MongoDB, Express, Handlebars JS, and React

Mount Saint Mary's University, Los Angeles, CA   06/2015
M.S. Counseling Psychology, GPA: 3.9

California State University Los Angeles, Los Angeles, CA   08/2012
B.S. Psychology, GPA: 3.8

APPS DEVELOPED

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

The Help Group *Data Administrator*   02/2020 – Present
- Manage and lead 16 schools, teachers, and administrators in training and implementing PowerSchool database
- Uphold PowerSchool account, create and present information to school administrators and users
- Project lead for entire District transition from SQL Server to PowerSchool
- 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 *Intensive Case Manager, Housing for Health*   12/2018 - 09/2019
- 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) *Service Navigator / Case Manager*   03/2016 - 08/2018
- 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 *Program Assistant*   05/2012 - 03/2016
- 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 *Ticket Booth Specialist*   02/2012 - 12/2013
- Registered students with Eventbrite and EMS, sold tickets, collected equipment fees, generated rental invoices

National Association of Television Program Executives (NATPE) *Database Assistant*   09/2006 - 08/2011
- 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