

Marcy Rappaport

■ Austin, Texas ■ (512) 694-5343 ■ marcyrappaport.blessed@gmail.com ■ linkedin.com/in/marcy-rappaport

Skills

■ Skilled in personalizing training programs to optimize individual learning preferences and styles ■ Excellent written and verbal communication ■ Collaborative team member, driven self-initiator who excels even in demanding situations ■ Strong project management abilities, capable of efficiently coordinating and executing tasks and initiatives promptly while consistently meeting deadlines ■ Solution-oriented thinker and visual communicator ■ Adept at simplifying intricate concepts to enhance comprehension and relatability ■ Demonstrates strong skills in problem-solving, decision-making, and critical thinking ■ Excellent oral and written communication ■ Tech savvy: virtual meeting tools, Google (Sheets, Docs & Slides), Adobe (Illustrator, Photoshop, Acrobat), and Microsoft Office suite

Experience

ARD Facilitator

Round Rock ISD August 2022 – present Round Rock, Texas

- Proficiently coordinates and supports all Admission, Review, and Dismissal (ARD) meetings, ensuring timely scheduling and notifying committee members.
- Ensure that federal/state timelines are met with respect to functions of ARD Committee meetings.
- Demonstrates impartiality in facilitating ARD meetings while strictly adhering to district-approved procedures. Incorporate conflict management techniques when disagreements arise.
- Monitor ARD paperwork to ensure it is completed by campus personnel within the legal timeframe.
- Provide systematic communication among administrators, special and general education personnel, and parents.
- Assist campus administrators to ensure compliance with mandates for due process guaranteed to students with disabilities by state/federal law; ensure compliance with local policies and procedures outlined for this population.

Instructor

Round Rock ISD August 2016 – July 2022 Austin, Texas

Manor ISD August 2014 – June 2016 Manor, Texas

Del Valle ISD August 2013 - June 2014 Del Valle, Texas

- Developed and Implemented a training strategy with corresponding curriculum to achieve the organization's goals and deadlines. Design effective training resources to enhance performance.
- Performed one-on-one coaching with clients that required customized training tailored to individual learning types.
- Use appropriate instructional and learning strategies, activities, materials, and equipment that reflect an understanding of the learning styles and needs of the students assigned.
- Conducted performance gap analysis to assess the current state and prioritize performance issues based on organizational goals.

Education

University of Texas, Austin, Texas

FULL STACK DEVELOPER CERTIFICATE Graduation: August 2023

■ HTML5 ■ CSS3 ■ JavaScript ■ jQuery ■ Bootstrap ■ Express.js ■ React.js ■ Node.js ■ Database Theory
■ MongoDB ■ MySQL ■ Command Line ■ Git ■ NoSQL

Stephen F. Austin State University, Nacogdoches, Texas

Masters of Business Administration

Bachelor of Business Administration

Notable Contributions

■ Hospitality Committee Leader ■ Social and Emotional Lesson Facilitator/Director ■ Externship Candidate