

Oscar Hernandez

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EXPERIENCE

Fountain Valley School District *Application Specialist*

October 2023 - Current

Managed the AERIES SIS and timely submission of CALPADS reports. Assisted with support requests, trained new staff on the use of AERIES and other systems, and facilitated interdepartmental communication. Assisted in the management of projects such as Chromebook distribution, new year database rollover, integration of systems, and Chromebook Buy Back campaigns.

Fountain Valley School District *Administrative Assistant, Support Services*

August 2021 - October 2023

Managed schedules for special education classified staff, requested quotes from vendors, and created purchase orders to support departmental needs. Coordinated events and professional development sessions, managed calendars for directors and program specialists, and processed conference registrations for special education staff. Additionally, assisted other departments as needed, ensuring smooth operations across various areas.

Employment Development Department (State of CA) *Office Technician*

July 2020 - August 2021

Prepared monthly payroll documentation for a branch of almost 400 employees. Assisted management with the enforcement of policy and procedures related to attendance, benefits, and contractual provisions. Served as liaison between the branch and the Human Resources Services Division headquartered in Sacramento. Maintained Official Personnel Files for all staff.

Ocean View School District, Huntington Beach, CA *School Office Manager - Bilingual*

January 2015 - July 2019

Served as the first point of contact between the school and community. Prepared and submitted purchase and employee requisitions, maintained school budget, aligned TITLE I expenses with SPSA, served as an interpreter for meetings and translated documents as needed, maintained attendance records, and prepared and stored student cumulative records.

EDUCATION

California State University, Fullerton, CA

Bachelor of Science, Computer Science - *In Progress*

Orange Coast College, Costa Mesa, CA

Associate in Science, Computer Science

Southern CA School of Interpretation, Santa Fe Springs, CA

Received a Certificate of Completion in the Court Interpreting Program.

SKILLS

C++
Java
Javascript
Python
Swift
HTML
CSS
mySQL

Proficient in the use of
Microsoft Office - Word,
Excel, Publisher, and
Powerpoint

Advanced use of AERIES

Proficient in the use of Adobe
Photoshop (for graphics),
Adobe Premiere (for video),
and Adobe Illustrator (for
vectors)

Proficient in the use of Google
Apps - Drive, Docs, Sheets,
and Forms

Able to perform basic
maintenance and repairs on
equipment such as computers
and copiers

Ability to type 74 wpm

FOREIGN LANGUAGES

Spanish