

## Career Overview

Senior Executive with ten years experience in Education and Student Services. Demonstrated ability with communication, translation, writing/editing and personnel management.

## Skill Highlights

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Train new staff	Spanish translation
Report development	Account Management
Problem resolution	Client Relations
MS Office Suite and Angel software	Vendor management
Spreadsheet development	Writing, Proofreading

## Core Accomplishments

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- Collaborated with multiple departments to ensure smooth work flow and efficient organizational operations.
- Accountable for all operations of busy schools including Human Resources, Reception, Counseling,
- Investigated and analyzed parent complaints to identify and resolve issues
- Created PowerPoint presentations that were successfully used for business development
- Negotiated low vendor rates for office supplies
- Onboarding of new employees: scheduled training, answering questions and processing, paperwork

## Professional Experience

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**Student Services-Writing Specialist**                      Soka University of America                      January 20XX

- Aided students in all aspects of the writing process
- Prepared and delivered presentations and workshops
- Prepared reports, data entry of records, communicated with various campus departments.
- Communicated with students, faculty and the community collaborating to support school goals

**Office Manager**    JSerra Catholic High School    May 20XX to June 20XX

- Responsible for data collection for HR records; ensured compliance with government policies
- Recorded teachers' educational licenses
- Conducted, reported and submitted the yearly Diocese Census of all student and employee
- Built and maintained strong working relations with families to ensure student retention.
- Key liaison with Principals, Board Members, staff, educators, administrators, and families.

**Executive Secretary**    Taffy Acts for Families and Youth    February 20XX to March 20XX

- Managed client database, including data entry, reports, using Access
- Coordinated committee meetings, assisted event planning
- Performed a variety of skilled administrative and clerical duties and identified resources for low income Spanish speaking families.

## Education

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University of California, Irvine    June 20XX

PhD History

BA History    June 20xx