

# Claudia Cárdenas

## Current Address:

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51 Pin Oak Court  
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## Education

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Trinity University, Masters of Arts in Teaching, 2015  
University of Texas at San Antonio, Bachelor of Arts in Psychology, 2014

## Certification

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Texas Standard Teaching Certificate, Mathematics (Grades 4-8)

## Professional Experience

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### Corazón Folklorico Dance Company (Volunteer - Operations Chair) November 2022 - Present

- Volunteered for the Operations Team in this non-profit organization that promotes cultural diversity through dancing in the DMV area.
- Coordinated logistical operations for the dance company involving: student enrollment, committee meetings, and performance coordination.
- Monitored student enrollment for dance classes while maintaining attendance and the company waitlist on a weekly basis.
- Monitored and coordinated the efforts of the different Committee Chairs and their monthly meetings for the year.
- Coordinated performances through scheduling, client communication, dance rehearsals and gathering of feedback after each event.

### Office Manager - St. Philip the Apostle Catholic School, Camp Springs, MD 2021-Present

- Provided administrative support for up to 20 staff members
- Possess strong multi-tasking skills with ability to simultaneously manage various projects and schedules
- Increased efficiency by transitioning a paper-based campus to a digitally based environment
- Managed schedules, organized office functions and oversaw daily operations of office with 20 employees
- On-boarded over 13 new employees, providing initial support that expedited staff independence
- Slashed office expenditure by \$\$\$ by negotiating cheaper supply contracts, implementing inventory control, and standardizing ordering procedures
- Developed paperless environment by implementing an online system to manage data, fulfill orders, and integrate processes, resulting in improved efficiencies and reduced labor hours per week
- Prepared daily, weekly, and monthly reports and updated calendar of appointments
- Performed basic accounting functions, including cash reconciliations and weekly deposits
- Rectified erroneous vendor billing
- Answered, screened, and redirected an average of 50 telephone calls per week with professionalism and efficacy
- Developed new office procedural guidelines for 20 staff members
- Managed operations and maintenance of school building including teacher materials, classroom spaces, cafeteria operations and custodial staff
- Updated data daily for attendance and tardies of student population as data clerk
- Ran data reports through Rediker system, kept records of chronic absenteeism and tardiness, communicated about at-risk families to school leader and to families regarding their status regularly as a registrar
- Collected and documented incoming money for school purposes, completed deposits through weekly spreadsheets and analysis, ordered supplies and materials while following closely to annual budget, communicated to families regularly with outstanding tuition payments, billed families for supply bills and additional school fees throughout the year as bookkeeper
- Maintained schedule and appointments of the school leader, coordinated family communication and meetings as administrative assistant
- Main point of contact for school for families, businesses, and colleagues as school receptionist
- Monitored health and safety of students as med-tech nurse on campus, oversaw disciplinary consequences of students as counselor

- Maintained communication from school to families through weekly newsletters, maintained documentation and filing of service hours served by families, communicated regularly to families out of compliance of school handbook, regularly recruited volunteers for school events and coordinated their work on campus as parent family liaison
- Worked on recruitment and student enrollment through social media posts, gave regular tours to interested families, planned shadow days for students to come on campus as campus recruiter
- Led creation and implementation of updated master schedule for second semester of school year

#### Seventh Grade Math Teacher- KIPP Poder Academy, San Antonio, Texas 2018-2021

- Earned Carabiner Award for school year 2019-2020
- Met KIPP STAAR goals of approaches 79%, meets: 40% and masters 9% in school year 2018-2019
- Implemented district and department wide initiatives at the campus level
- Utilized common assessment data to facilitate daily and long term instruction
- Developed meaningful intervention class curriculum focused on special populations and our most at-risk students
- Grade Level Chair: led weekly meetings discussing academics, attendance, family communication, and behavior. Organized field trips for the entire grade level and team. Kept close communication between admin and grade level to share concerns and campus wide goals. Worked with the admin to identify classroom trends by instructional and student needs.
- Virtual Course Champion: created virtual exemplar lessons that were shared among KIPPTX regions including model video, student-facing materials and execution guidance. Facilitated weekly collaboration calls for the region focusing on the intellectual preparation to execute priority lessons in scope and sequence focusing on key points, moments of student voice, and differentiation for special populations.

#### Sixth Grade Math & Intervention Teacher- Tafolla Middle School, San Antonio, Texas 2015-2018

- Implemented district and department wide initiatives at the campus level
- Utilized common assessment data to facilitate daily and long term instruction
- Developed meaningful intervention class curriculum focused on special populations and our most at-risk students
- Grade Level Chair: led weekly meetings discussing academics, attendance, family communication, and behavior. Organized field trips for the entire grade level and team. Kept close communication between admin and grade level to share concerns and campus wide goals. Worked with the admin to identify classroom trends by instructional and student needs.
- Math Department Chair: led weekly Professional Learning Communities including 6th - 8th grade math teams, analyzed assessment data, discussed vertical alignment and content progression, created supports for Special Populations including ELLs, SwIEPS, and at-risk students.

#### Teaching Internship- Jackson Middle School, Fall and Spring 2014-2015

- Co-planned and co-taught for 7 months at Jackson Middle School in 6<sup>th</sup> GT math, 7<sup>th</sup> GT math, 8<sup>th</sup> grade GT, and Pre-AP Algebra I. Assumed all responsibilities as lead teacher for six weeks in the spring, including: creating all lesson plans for the Systems of Equations unit, developing assessments and rubrics, managing the classroom, conducting all grading, and contacting student's families. Developed the six week unit following the Understanding by Design format. Participated in faculty meetings, parent teacher conferences, staff development days, and 8<sup>th</sup> grade pullout days.
- Co-planned and co-taught for 6 weeks at Jackson Middle School in a 6<sup>th</sup> grade On Level, Pre-AP, and Workshop classes. Assumed all responsibilities as lead teacher for one week in the spring, including creating lesson plans, developing assessments, managing the classroom, conducting all grading, and contacting students' families. Participated in faculty meetings, parent teacher conferences, and staff development days

Brainiacs Tutor- San Antonio, Texas 2015-2016: Tutored individual middle school students in all subjects with a specific focus on math content. Assisted students with homework at least twice a week. Prepared students for all assessments, including quizzes, tests, and finals.

Communities in Schools- San Antonio Internship, Spring 2014: Interned for 5 months at Mark Twain Middle School with a Communities in Schools supervisor. Mentored individual students on a weekly basis. Led a small group of 6<sup>th</sup> grade girls to discuss self-esteem, body image, health, and other middle-school focused topics. Tutored students in math intervention classes.

Middle School Field Practicum, Trinity University, Fall 2011: Placement in a Jackson Middle School math class. Observed 8<sup>th</sup> grade math class for entire semester. Led a few lessons under teacher supervision.

Elementary School Field Practicum, Trinity University, Spring 2011: Placement in a kindergarten class at Brewer Elementary school. Led lessons for class with a partner under teacher supervision.

Elementary Mentor, Lamar Elementary Spring 2011: Assisted elementary students with math, reading, and writing.

### ***Professional Development***

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- KIPP TX RPL 2018-2021
- SAISD Professional Development 2015-2018
- Texas Middle School Association Conference- Galveston, Texas February 26-28, 2015
- Rick Wormeli Lecture: Standards-Based Grading- Center for Educational Leadership Trinity University February 18, 2015
- English Language Proficiency Standards Training- Jackson Middle School January 27, 2015
- International School of the Americas Freshman Heifer Trip- Arkansas November 2014
- Learning Disabilities Simulation – Winston School San Antonio, Texas September 27, 2014
- District-wide professional development for mathematics teachers – NEISD 2014-2015

***Skills:*** Proficient in Microsoft Office Suite Applications, SmartBoard, Gradespeed, Compass, Mainframe, Foliotek, TI-Nspire, TI-83, Google Applications, Nearpod, Rediker and PlusPortals SIS, TADs School Management System,

### ***Honors and Awards***

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KIPP Carabiner (Teacher of the Year) Award 2019, University of Texas at San Antonio Dean's List Fall 2012, President's List: Spring 2013, Summer 2013, Fall 2013, Spring 2014