

PROFESSIONAL WORK EXPERIENCE

CATO-MERIDIAN ELEMENTARY SCHOOL

Senior Typist

8/16/21 - 6/30/22

SYRACUSE CITY SCHOOL DISTRICT (Expeditionary Learning MS)

Typist II – Lead Secretary

6/2014 - 8/13/2021

- Clerical and technology support for principal, guidance, social worker, and teaching staff.
- Student attendance and records management.
- Create custom mail merges for labels, letters, and forms.
- Track and update student transportation.
- Budget management and requisition entry.
- Office supply inventory and equipment/copier maintenance.
- Create signage, handbooks, yearbook, and other publications.
- Maintain school's website and Facebook page.
- Secure teaching substitutes, record and verify staff absences.
- Coordinate school field trips, and transportation.
- Coordinate and track student laptop distribution and repair.

Athletic Coach

JV Volleyball (2 seasons), 7/8 Softball (3 seasons)

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Publications Aide & Web Content Specialist

9/2006 - 6/2011

- Assisted in the creation of a graphics identity/brand for the district. Designed and produced graphics standard manual. Monitored use of the district logo with vendors and staff to ensure a clear, consistent image was presented.
- Planned, organized and constructed district website and provided staff training for teacher pages. Maintained all web content. Free and Reduced Meal Coordinator.

Athletic Coach

Varsity Volleyball - 2018 to present / 1986 - present 50+ teams

WEST GENESEE CENTRAL SCHOOL DISTRICT

Publications Aide (civil service)

1/2004 - 9/2006

- Design newsletter, publications and graphics for district.

Education-Related Applications

- SchoolTool
- E-School
- PeopleSoft
- Frontline Sub System
- NovaTime Absence System
- BOCES website platform
- Microsoft SharePoint
- Office 365
- Microsoft Teams
- Google Docs and Forms

Other Applications

- Microsoft Publisher
- Adobe Photoshop, Illustrator
- Adobe Acrobat Pro (forms)
- Adobe Rush (video creation)
- Caspio (custom web forms, searchable databases)

Civil Service

- Typist II (active)
- Publications Aide (expired)
- Administrative Assistant (expired)
- Administrative Aide (expired)
- School Information Officer (expired)

Interests

- Website Design - RobinSmart.com
- Pottery - TurkeyFootPottery.com