



IRVING TX



eledyyg@yahoo.com

ELEDY GOMEZ

EDUCATION AND TRAINING

Associate of Arts

Art Education
Dallas College, Irving, TX
March 2023

Bachelor of Arts

Arts
The University of Texas, Arlington, TX
Currently Enrolled

High School Diploma

High School of Graphic
Communication Arts, Manhattan, NY

SUMMARY

Meticulous Attendance Clerk in charge of large attendance datasets, maintaining and tracking delinquency trends for students. Proficient in online attendance tracking and management protocol, managing sensitive personal documents and details pertaining to student circumstances with discretion. Personable and empathetic liaison with an approachable demeanor when making calls to parents regarding attendance-related concerns. Spirited professional driven to work hard and promote terrific organizational, data entry, and problem-solving capabilities. A dependable Attendance Clerk offering a background in documenting disciplinary issues, reporting on truancy, and managing student account data. Rational, critical thinking, with years of experience enhancing operations for organizations through information systems solutions. Proven record of transforming specific business goals related to growth and efficiency improvements into new system designs. A knowledgeable innovator is known for recommending modern technologies to enhance existing systems and introduce new systems. Hardworking Substitute Teacher with skills to step into any classroom environment and support student needs with excellent discussion management, lecturing, and mentoring abilities. Knowledgeable about special intervention plans, recordkeeping requirements and strategies for maintaining classroom discipline. Grades papers and homework and records grades for the lead teacher. Knowledgeable Substitute Teacher committed to sharing knowledge and adapting lessons to allow children to succeed. Well-educated, in identifying instructional methods and materials and creating a classroom environment conducive to learning. Proficient in Microsoft Word and Excel. Initiative-taking employee with a desire to take on new challenges. Strong worth ethic, adaptability, and exceptional people skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

- Written and interpersonal communication
- Telephone etiquette
- Skilled in Adobe
- Skilled in Microsoft office
- Attendance records oversight
- Client Service
- Technical Writing
- Technical Analysis
- Initiative-taking professional
- Organization and Time management
- Data management
- Flexible & Adaptable
- Good listening skills
- Responsible

EXPERIENCE

SUBSTITUTE TEACHER

Irving Independent District- Irving, Texas | June 2021 - Current

TAX PREPARER

Tax Expert and Multiservice | Irving, Texas | June 2010 - Current

ATTENDANCE & DP CLERK

ISD, Paul Keyes Elementary | Irving, Texas | June 2012 - July 2021

LANGUAGES

English

Spanish

LANGUAGES

English:



Native/ Bilingual

Spanish:



Native/ Bilingual

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.eledygomez.com/>