**Belinda Cass Perez**

16505 Lookout Hollow Circle Apt #813

Selma, TX 78154

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Phone: 210-378-5431

**Education** **Texas State University**, San Marcos, Texas

 *Bachelor of Arts in Sociology*

 *Sociology Major*

 **San Antonio College,** San Antonio, Texas

**Work Experience**

**Administrative Assistant,** Shekinah Learning Institute, August 2014-October 2014

Filed student paperwork into Special Education files, Scanned/ made copies of student files

Answered phones and basic clerical duties.

**RTI Coordinator,** Shekinah Learning Institute, September 2012-Present

 Manage Response to Intervention program for both Shekinah and Radiance Academy of Learning school districts. Coordinate with school psychologist and 504 coordinator about what students will be referred into their program. Attend RTI meetings with parents. Trained teachers about RTI program. Communicate with parents, Administrators about students in RTI program.

**Administrative Assistant/File Clerk,** Shekinah Learning Institute, September 2011 – September 2012

 Filed student paperwork into Special education files, Scanned student files

Answered phones/ basic clerical duties.

**Teacher Assistant, Sylvan Learning Center**, November 2006-March 2008

Pulled student materials/books for each student.

Filed paperwork.

Answered phones/basic clerical duties.

**Skills**

**Basic Office:** Scan, Fax, File

**Computer**:Microsoft Word, PowerPoint, Firefox, email, types 55wpm

**Interpersonal**: Excellent communication skills, ability to work with large and small groups, ability to deal with diverse personalities, possess conflict resolution skills, excellent public speaking skills