

**WORK EXPERIENCE:** \_\_\_\_\_**Valley Academies Foundation, Pomona, CA****TECHNOLOGY CONSULTANT****06/03 – PRESENT**

- Provided computer-assisted accounting services for Valley Academies Foundation and La Voz Newspaper.
- Provided program evaluation and grant writing services to Pomona USD. Duties included: writing and editing state and federally funded grant applications, administering district-wide assessments, analyzing performance indicators and preparing reports to submit to the California Department of Education.
- Designed, developed and currently maintain websites for Valley Academies Foundation and La Voz Newspaper.

**Factory 47, Pomona, CA****INDEPENDENT TECHNOLOGY CONSULTANT****01/02 – PRESENT**

- Designed, developed and maintained education-related websites. Clients: Chino Valley USD, Lake Elsinore USD, Pomona USD, Gutierrez & Vera, LLP, Davis Laboratories, Peninsula Community Church and Driver Benefits, Inc.
- Created comprehensive five-year technology plan for a Los Angeles charter school, L.A. Leadership Academy.
- Assisted in estimation and project management of E-Rate subsidized technology services for L.A. Leadership Academy.
- Created personnel tracking system for Lake Elsinore USD Food Services Department.
- Authored and edited web content for online consumer medical portals, DrKoop.com and DrDrew.com.

**Spectrum Communications, Inc., Corona, CA****DATABASE ADMINISTRATOR / WEBMASTER****09/01 – 03/03**

- Provided company-wide system administration and support of company database services.
- Provided staff development related to office productivity software.
- Designed, developed and maintained corporate and company partner websites.

**MeshworX, Inc., Corona, CA****DIRECTOR, RESEARCH & EVALUATION****09/00 – 09/01**

- Supported the collection of necessary data to implement MeshworX business and marketing plans.
- Staffed tradeshow booths and presented at technology and K-12 education conferences.
- Designed nation-wide, full-page advertisement of MeshworX services [featured in eSchool News (12/00-1/01)].
- Designed, developed and maintained corporate and parent websites.

**Pomona Unified School District, Pomona, CA****TECHNOLOGY SPECIALIST / ROP INSTRUCTOR****01/99 – 09/00**

Developed training courses around district technology standards. Developed and maintained inventory databases. Provided department server administration and maintained training labs. Recommended and purchased hardware and software for departments and school sites.

**DATABASE ADMINISTRATOR****01/00 – 09/00**

Developed and maintained tracking system for the Pomona USD Personnel Department. Provided department-wide training and support.

**SITE TECHNOLOGY CONSULTANT****12/97 – 12/98**

Developed training courses around district technology standards. Created computer inventory databases and assisted in the service and maintenance of hardware and software at various school sites.

**Brown University, Providence, RI****TEACHING ASSISTANT****09/96 – 06/97**

Assisted sociology professors in organizational theory and statistics courses while pursuing graduate degree in sociology. Duties included: computer-statistical consulting, grading exams and papers, holding office hours and teaching weekly sections on issues pertaining to complex organizations and statistics.

**EDUCATION:** \_\_\_\_\_

**Brown University**, Providence, RI. Master of Arts in Sociology, expected May 2008. Emphasis on Education, Stratification and Race/Ethnic Minority Relations.

**Baylor University**, Waco, TX. Master of Arts in Sociology, May 1997. Emphasis on Political Theory, Methodology and Race/Ethnic Minority Relations. Thesis: "Low Voter Turnout Among Hispanics: A Discriminant Function Analysis of Political Participation."

**Pomona College**, Claremont, CA. Bachelor of Arts in Sociology, May 1992. Emphasis on Chicano Studies and the Sociology of Religion. Thesis: "The Effects of Liberation Theology Among Chicanos in the United States."

**SKILLS:** \_\_\_\_\_

Proficient knowledge of Windows XP/Vista and Macintosh OSX operating systems, MS Office XP, Adobe CS3 (Acrobat, Dreamweaver, Photoshop), Quickbooks Pro, FileMaker Pro, TypePad, WordPress, HTML, CSS, FTP, SPSS and SAS. Working knowledge of the VAX/VMS operating system, MS SQL 7.0, MySQL 5.0, LISREL, AppleShare, Apple iLife, Apple iWork, MS Small Business Server 2003, MS Exchange Server, Joomla CMS, NovusCMS, MS Internet Information Services (IIS), Citrix, JavaScript and MAS 200 accounting software.