

Vanesa Salazar

Dedicated employee with 13 years of organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

Work History

11/2021 -
Current

Administrative Secretary- LISD Guidance & Counseling Dept

- Mastered multi-tasking abilities by effectively prioritizing and managing concurrent projects to ensure timely completion of all assigned task.
- Enhanced office efficiency by organizing and maintaining filing systems, managing correspondence, and scheduling appointments.
- Safeguard sensitive information by implementing strict confidentiality protocols in the handling of documents and communications.
- Facilitated interdepartmental collaboration by establishing effective lines of communication between team members and leaders.

06/2021 -
08/2021

Time Clock Manager/Support Specialist

LISD- Police Department, Laredo, Texas

- Conducted thorough research using diverse resources to assist staff of 108 with routine and special project tasks; comp time, attendance, and payroll.
- Monitored premises, screened visitors, updated logs and issued passes to maintain security.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
 - Responded to inquiries from callers seeking information.
 - Provided clerical support to company employees by copying, faxing and filing documents.

02/2019 -
08/2021

Secretary to Principal

LISD- C.L. Milton Elementary, Laredo, Texas

- Handled daily scheduling tasks and provided administrative support for entire department of 118 staff members
- Provided clerical support to company employees by copying, faxing and filing documents.
- Organized envelopes, postage and mail correspondence for staff and management, maintaining postage meter and coordinating with delivery and courier services.
- Monitored premises, screened visitors, updated logs and issued passes to maintain security.
- Answered multi-line phone system and greeted callers enthusiastically with more than 50 calls per day.

07/2016 -
12/2019

Assistant Registrar

LISD- R & T Martin High School, Laredo, Texas

Personal Website

<https://salazarpink537.wixsite.com/salazar>

Contact Information

2501 Barrios
Laredo, TX, 78043

Phone
(956) 236-2913

Personal E-mail
salazarpink537@gmail.com

Work E-mail
vsalazar@laredoisd.org

Skills

- Database administration
- Office Management
- File Maintenance
- Customer relations and communications
- Project & Event planning
- Filing and data archiving
- Payroll and budgeting
- Sorting and labeling
- Administrative Support

Software

Skyward- Student Management System

LISD- Frontline - Hours

LISD- Frontline - Attendance

Cisco and Vsoft Safety Security System

TREX- Texas Records Exchange System

Microsoft Office- Word, Excel, Publisher

LISD- Workflow

- Processed registrations with attention to compliance with operational policies and assigned standards to all 1,200 students.
- Updated computer system with latest information to keep records current and accurate.
- Responded to requests for information from various individuals by providing assigned documents.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
- Verified paperwork accuracy and checked for completion prior to processing.

08/2012-
07/2016

Computer Lab Assistant

LISD - M.S. Ryan Elementary School, Laredo, Texas

- Presented software packages and applications and developed lab templates.
- Handled lab equipment, cleaned keyboards, monitors and disk drives for all 950 students.
- Provided instruction to all lab users on proper use of all equipment.
- Supervise and train all students on Acceptable User Policy and Lab rules
- Assist class with online assignments as instructed by teacher(s)

08/2009-
07/2016

PK Teacher Aide

LISD- M.S. Ryan Elementary, Laredo, Texas

- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Supported instructor with test administration, curriculum development and assignment grading.
- Participated in professional development opportunities and attended in-services and seminars.

Education

01/2010 -
12/2015

Bachelor of Arts: Interdisciplinary Studies With A Major in Education

Texas A&M International University - Laredo, TX

01/2006-
05/2009

Associate of Arts: Education With A Major in Early Childhood Education

Laredo Community College - Laredo, TX

08/2001-
06/2005

High School Diploma

J.W. Nixon High School - Laredo, Texas

References

Cecilia M. McGee- C.L. Milton Elementary Principal
Work (956)273-4201 Cell (956) 744-8214

Sylvia Tellez- LISD Lead Math Practitioner
Work (956) 273-1872 Cell (956) 236-1300

Christina Hernandez- J.C. Martin Elementary Teacher
Work (956) 273-4100 Cell (956) 324-2445

Elsa Flores- M.S. Ryan Elementary Retired Principal
Cell (956) 763-8396

Awards

- 2010 Para Professional of the Year
- 2012 Para Professional of the Year
- 2019 Para Professional of the Month.
September

Languages

- English
- Spanish