

# JACQUELINE RUIZ-IRIZARRY

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## QUALIFICATIONS

Analysis of macro and micro concepts | Creativity | Effective communicator | Organized and structured Dynamic Leadership | Team player | Detail oriented | Interpersonal skills | Results centered | Multitasker Respect for diversity | Embraces change | Self-appraisal | Positive attitude | Proactive | Self-starter | Continuous learning | Service excellence

## EXPERIENCE

**Administrative Associate, Department of Technology, FORT WORTH ISD, Texas**  
April 2018 - Present

**OBJECTIVE:** To provide a full range of administrative, secretarial, and clerical support to the Manager of the School Solutions / Application Development team; to assist in preparing reports, work orders, and letters, entering digital information including fiscal information.

### ACCOMPLISHED IN THIS POSITION:

- Developed and maintained department Intranet SharePoint site.
- Used Google Drive to manage an online File Management System.
- Collaborated in the creation of Training Videos.
- Created and maintained the training of the Department in Eduphoria.
- Managed the Footprints System for School Solutions Department.
- Provided online training in EasyIEP when it is necessary.

**Professional Services Social Media Manager and Business Consultant**  
November 2012 - September 2017

**OBJECTIVE:** Development of Business models utilizing digital marketing strategies. Management of Social Media and in support of company goals. Development and creation online (webinars) and on-site training for client(s) and the general public.

**Lecturer, Ana G. Méndez (AGM), Isabela, Puerto Rico 2008-2017**

**OBJECTIVE:** Course assignment(s): Education, Management, Leadership, Training and Development, and Educational Technology. Design instruction in alignment with established University parameters while facilitating comprehensive development through the incorporation of moral values in the curriculum.

**Director of Social Media and Hispanic Market, On the Brink Media Group, Arlington, Texas - September 2015 - October 2016**

**OBJECTIVE:** Develop marketing strategies in social networks through guidance, evaluation, management for the Hispanic community.

**PROJECTS:** E-Book: Periscope for Ministry

English: <http://amzn.to/1VCwlbo> Spanish: <http://amzn.to/1QZ1Log>

## EDUCATION

### M.B.A., MANAGEMENT AND STRATEGIC LEADERSHIP

Ana G. Méndez (AGM)  
(2008) GPA 3.92

### B.S., OFFICE MANAGEMENT AND ADMINISTRATION

Antillean Adventist  
University (UAA)  
(2003) GPA 3.38

## SKILLS Software

- FWISD: FOCUS, EasyIEP, FootPrints System, PowerSchool, Eduphoria
- Operating System: Windows | Mac
- Windows-based computer applications
- Microsoft: Office Suite, Sharepoint, Teams, OneNote, Outlook
- Google Products
- LMS: (Blackboard, Moodle)
- Adobe: Photoshop, Illustrator, InDesign, Spark
- Social Media Facebook, Twitter, Instagram, Pinterest, YouTube, etc.

## EXPERIENCE

**Assistant Director of Instructional Operations and Marketing, Herbert Fletcher University, Mayagüez, Puerto Rico June 2011 - October 2012**

**OBJECTIVE:** Coordination and management of the enrollment process and course creation in the Virtual Campus (Moodle). Implement, develop and execution of marketing strategies, technology services, basic accounting, and the advancement of expansion projects.

**Student Coordinator, Ana G. Méndez (AGM), Isabela, Puerto Rico February 2010 - May 2011**

**OBJECTIVE:** Under the U.S. Department of Education, Title V Program, the student coordinator position focus on student retention.

### SPECIAL PROJECTS:

- **RETENTION PROJECT:** Project based on the model established by Early Education Intervention Program. The purpose is identifying student absences and providing proactive monitoring, attention to students' needs and referrals, with the goal of behavior modification. The expected outcome was to meet the students' needs while retaining them until graduation.
- Proposal of **Academic Capsules: INTERACTION.** Creation of short educational films on topics related to academics. This proposal was presented to the Office of the Coordinator of Student Affairs, which belongs to Activity II Project Title V.

**Administrative Assistant, Ana G. Méndez (AGM), Puerto Rico March 2005- February 2010**

**OBJECTIVE:** Provide excellent customer service and support to Administrative and Academic service providers. Performed clerical duties as requested by the Campus Director and the University.

**NON-ACADEMIC EXPERIENCE:** Administrative Assistant (wholesale/retail, building management, customer services, payroll), **Conference Media Presentations** and **Data Entry** (staffing, banking, international wholesale/retail, and financial collections).

### ADDITIONAL EXPERIENCE

2017-2019 Digital Communications Advisor, Society Adventist Communicator (SAC) Interamerica (Inter-American Adventist Division, Miami, Florida) (Volunteer Services)

2016-2017 iFollow Radio Show producer and moderator (WTPM 92.9 Radio Paraíso and WZOL 98.3 Radio Sol, Puerto Rico)

## SKILLS Proficiencies

- Implementation of Technology
- Digital Assets Management
- Social Media Content and Advertising
- Prioritizing, planning, and organizing
- Proficient in data enhancement and information management technology
- Business Development
- Strategic Planning
- Team leadership and managerial experience
- Proven adaptability to diverse cultural and business environments
- Proven ability to maintain cost-effective operations
- Organize complex task and follow through to completion.
- Self-evaluation

## SERVICES

- Congress Committee Organization Project, University Center SUAGM
- Member and Special Projects Leader, Activities Committee SUAGM
- Retention Committee SUAGM
- Registration Committee SUAGM
- Receiving Committee, Middle States Association UAA