

Veronica Murillo

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EDUCATION

Whittier College

2019- 2020

Bachelor of Arts Degree, Psychology

Rio Hondo Community College

2013- 2018

Associates Degree of Arts, Social Sciences

Associates Degree of Arts, Social Behavior and Self-Development

EXPERIENCE

California High School— Attendance Caller

2016-2018

- Telephone 50-100 parents per day regarding attendance, including trancies
- Main/update student records
- Translate/ interpret documents and phone calls
- Assign Saturday School to students with absences to assure school receives ADA funding
- Assist students with basic first aid
- Operate a variety of office equipment (copier, scanner, multi-line phone)
- Document student well-being notes for the counselor to review
- Translate for Guidance/ Counseling Department (504 plans, disciplinary, and student well-being)

California High School — Substitute Bilingual Specialist

February - March 2018

- Proctor ELPAC Testing
- Provide students with scholarship opportunities
- Assist College Advisement Counselor to facilitate the school's annual Career Fair

CORE QUALIFICATIONS

Effectively communicate with teams at several sites/departments

Exceptional organization skills

Knowledge of APA Code of Ethics

Knowledge of FERPA laws

TECHNICAL EXPERIENCE

Google Drive-

Calendars, Docs, Forms, Mail, and Websites

Microsoft Office

Excel, Outlook, PowerPoint, Publisher, Word

Student Information System

Aeries, Synergy

Other Programs

Adobe Spark, Instagram, PosterMyWall, PowToon, Youtube

LANGUAGES

Bilingual, Spanish

Whittier Union High School District— *Substitute Student Support Services Clerk*

Summer 2016

- Create complex graphs based on inter-district disciplinary data
- Assist with parent grievances
- Determine school placement based on district boundary lines
- Prepare confidential paperwork (foster care information, IEP's, disciplinary, etc.)
- Compile alumni transcripts and forward to schools/ employment offices

Whittier Union High School District— *Puente Program Coordinator*

December 2014- Present

- Manage data for approximately 800 students
- Research and disseminate information on pre-college summer bridge programs
- Assist in translating the college admission/ financial aid process
- Meet one on one with students to discuss colleges, well-being, and scholarship applications
- Assist students create academic plans
- Plan/ chaperone annual overnight field trips for each site
- Drive and maintain all marketing materials (bulletin board, flyers, websites, recruitment videos, etc.)
- Create online student surveys to collect data more efficiently
- Create statistical reports based on student performance
- Plan, decorate, hire vendors for special events
- Schedule meetings/interviews for recruiting purposes
- Create budget and expenditure reports