

# Jennifer Martinez Lucero

## *Qualifications Summary*

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Proven ability to interact professionally, efficiently, and pleasantly with all stakeholders. Fluent in Spanish (speak, read, write, translate). Excellent customer service and communication skills. Extensive Experience using MS Office Suite, Google Drive, and various computerized programs. Student Systems and other programs experience such as, Simbli, Agenda Online, SoftTime, Informed K12, PowerSchool, Synergy, Aeries, BEST and Transportation Management System (TMS).

### *Education*

**University of Massachusetts-Global (Online), Irvine, California**

Bachelor of Arts in Business Administration- In Progress

**East Los Angeles College, Monterey Park, California**

Associate of Arts Degree, Legal Secretary

Office Assistant- Certification

### *Experience*

**Montebello Unified School District, Montebello, California**

**Senior Office Assistant (Student Services)- December 2015-January 2022**

**August 2022-April 2023**

- Served as direct assistant to Program Specialist, supported all aspects of the Home Instruction, Independent Study and Saturday School Programs district-wide.
- Trusted to analyze and interpret data for ADA recovery.
- Worked to alleviate executive overload by handling time reporting, database management and reviewed student information data for accuracy and completeness.
- Addressed and resolved all certificated and classified staff time reporting issues.
- Worked as a backup Switchboard Operator for the District office.

**Lynwood Unified School District, Lynwood, California**

**Administrative Assistant (Superintendent's Office)- February 2022- August 2022**

- Prepared and distributed the Bi-monthly Board of Education Agendas in a timely manner and followed the Brown Act guidelines.
- Prepared, composed, and distributed the Board of Education meeting minutes.
- Processed the Superintendent's office invoices accurately.
- Translated, formatted, and distributed the Weekly Superintendent's Newsletter.
- Formatted and Distributed the Executive Cabinet Weekly Board of Education Updates.
- Coordinated and scheduled all district office room reservations.

**Best Premium Logistics d.b.a All Best Logistics, Commerce, California**

**Logistics Coordinator - February 2006 - 2015**

- Supported an efficient production system in a fast-paced environment by accurately processing all new orders and dispatching drivers to deliver goods in a timely manner.
- Performed a range of administrative duties from processing the drivers' weekly payroll to processing invoices.
- Communicated delivery statuses to customers via telephone and email.
- Worked to ensure quality service and addressed and resolved all customer issues.