
Alexis Gilliard

Professional Summary

Educational Office Administrator with a proven track record of optimizing administrative processes to enhance diverse and inclusive educational environments. Recognized for streamlining administrative workflows to drive educational excellence. Expertise in resourceful coordination, scheduling, and effective communication with staff, teachers, parents/guardians, and students. Committed to creating an organized and productive atmosphere that contributes to the overall educational experience.

Skills

- **Effective Communication:** Strong written and verbal communication skills for effective interaction with students, parents, faculty, and staff.
- **Financial Acumen:** Proficient in budget management, expense tracking, and financial reporting, ensuring optimal resource allocation and compliance with budgetary guidelines.
- **Administrative Proficiency:** Expertise in managing office operations, handling correspondence, scheduling appointments, and maintaining accurate records.

Professional Experience

Assistant Preschool Director/Educational Office Administrator

Optimal Christian Academy | March 2021 - Present

- Supervising teachers to design, develop, and implement a wide range of impactful classroom activities to promote active student engagement and enriched learning.
- Facilitated the recruitment and hiring of a high-performing team of staff, resulting in a significant increase in the school's overall performance and achievement.
- Created state-compliant policies and effectively communicated to staff and teachers, ensuring seamless implementation.

Preschool Teacher

Optimal Christian Academy | July 2016 – February 2021

- Enhanced the learning experience of students by creatively engaging them in activities such as music, play, dance, and art.
- Analyzed attendance and progress data to generate concise weekly reports, driving informed decision-making for enhancing attendance and behavioral outcomes.
- Applied emotional intelligence in communicating with parents/guardians to address student behavioral and developmental concerns, partnering to strategize and execute effective student-centered solutions.

Para Educator

Cherry Creek School District | April 2014 – May 2016

- Collaborated closely with educators to develop and execute a specialized instructional program aligned with the school's philosophy, goals, and objectives, ensuring effective support for students with diverse learning needs.
- Organized and planned a process that allowed students with special needs to be transported and participate in various activities and events, ensuring their safety, comfort, and inclusion.
- Fostered an inclusive educational environment for students with a range of disabilities, genders, ethnicities, and cultural backgrounds, resulting in a diverse and inclusive educational environment.

Education

University of Arizona Global Campus

Master's Degree in Business Administration | Graduated 2022

Ashford University

Bachelor's- Early Childhood Education | Graduated 2020

Certifications

- Child Abuse & Neglect Mandated Reporter Training
- Vocational Nurse Certification Completion & Diploma