ANGELICA M. CRUZ

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EDUCATION

Arizona State University, Tempe, AZ
M.Ed. Educational Administration, May 2010
Cumulative GPA: 4.00

Arizona State University, Tempe, AZ
M.Ed. Curriculum & Instruction, May 2006
Cumulative GPA: 3.93

Tufts University, Medford, MA
Bachelor of Arts, May 2004, Magna Cum Laude
Majors: Child Development & Community Health
Cumulative GPA: 3.64
Dean's List, Albert S. Hovannesian Scholarship

PROFESSIONAL EXPERIENCE

Empower College Prep: Business Operations Manager — Phoenix, AZ (05/12-Present)
- Create systems for all operational and financial activities related to the school
- Monitor student attendance and all mandatory state reporting to ensure appropriate receipt of all funds
- Supervise and coordinate all contracted services, including payroll, food services, and technology support
- Manage grant writing and grant compliance
- Manage facilities and grounds maintenance and upkeep

Girls Leadership Academy of Arizona: Director of Assessment — Phoenix, AZ (10/10-05/12)
- Coordinated start-up of first public, single-gender school in Arizona
- Transformed a failing school into a high achieving charter school using best-practices in education
- Created job descriptions, Professional Development plan, and teacher evaluation system to ensure excellent classroom instruction
- Coordinated design of rigorous, college-prep curricula for 9th-12th grade
- Developed and implemented comprehensive assessment and Response to Intervention systems
- Assisted in recruitment efforts to ensure enrollment goals were met
- Collaborated in developing school budgets and grant applications

Excelencia Elementary, Creighton School District: Student Achievement Teacher — Phoenix, AZ (7/09-10/10)
- Analyzed school and grade-level data and coached teachers in planning and adjusting instruction
- Facilitated all site testing and created grade-level and school-wide goals for achievement
- Coordinated professional development and trained teachers in data analysis process
- Served on leadership site team to assist in school-wide decisions regarding curriculum and assessment

Excelencia Elementary School, Creighton School District: 5th Grade ELD Teacher — Phoenix, AZ (7/08-05/09)
- Created language-focused reading centers to increase students' English language scores

Excelencia Elementary School, Creighton School District: Kindergarten Teacher — Phoenix, AZ (7/06-05/08)
- Implemented reading & math centers that created a multiple-intelligence focused curriculum

P.T. Coe Elementary School, Isaac School District: Kindergarten Teacher — Phoenix, AZ (7/04-7/06)
- Created multi-faceted phonics instruction, resulting in 100% of students passing state reading test

AWARDS

- Aspiring Leader Fellowship (6/12)
- ASU Teach For America Fellowship for M.Ed. in Administration (4/09)
- Rodel Aspiring Principal (10/08)
- Teacher of the Month-Excelencia Elementary (10/08)

- Creighton School District Governing Board Award of Excellence (4/08)

LEADERSHIP EXPERIENCE

- District Test Coordinator (10/10-Present)
- ELL Coordinator (10/10-Present)
- SES Site Coordinator (10/10-05/12)
- Arizona Quest For Kids Site Coordinator (01/08-10/10)
- School Improvement Team Site Council (07/07-10/10)
- Team Leader (5th grade) (07/08-05/09)
- Spelling Bee Coordinator (07/05-05/06)
- Teach for America Corps Member (07/04-07/06)

SKILLS

- Certified Principal
- Bilingual in Spanish
- West Ed trained in data driven instruction
- Trained in PLC framework
- Grant Writing Experience
- Knowledge of ADE school improvement/compliance reports
- Proficient in Microsoft Office
- Highly-Qualified under NCLB
- Conflict Resolution/Mediation Trained
- DIBELS Trained