

DALILA MONDRAGON

SUMMARY Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Proficient in Spanish with advanced interpersonal abilities. Excited to begin new challenge.

- SKILLS & ABILITIES**
- Personal engagement
 - Relationship development
 - Administrative support
 - Problem resolution
 - Planning and coordination
 - Communication
 - Community outreach

PROFESSIONAL EXPERIENCE

GRANT SPECIALIST, ZION-BENTON TOWNSHIP HIGH SCHOOL

June 2023 – Current

Assist program managers with the preparation of grant applications and monitor the expenditures of assigned grant programs. Assists in determining area or program needs, provides suggestions concerning application procedures, review grant applications, and recommend approval/disapproval. Review grant applications, agreements, and accounting documents to ensure accurate budget information, conformity with grants conditions, and proper utilization of federal and state resources to ensure compliance with federal and state regulations and procedures. Asses and monitor specific supplementary terms and conditions of grant awards inserted by federal grantor agencies, in terms of departmental impact, and assures compliance with these conditions. Conduct internal financial reviews for grant agreements to project expenditures through the end of the grant period for variance computation and assists project managers with budgetary amendments as required. Prepare financial status reports by analyzing grant information and disseminates information to program participants and funding sources concerning new programs or changes. Reviews grants for compliance, recommend reallocation of funds, and researches and recommends sources for new funding. Perform other duties as assigned.

PERSONNEL SPECIALIST, ZION-BENTON TOWNSHIP HIGH SCHOOL

July 2020 – June 2023

Maintain all administrators, certified and classified staff personnel files including IT department staff. Process coursework pre-approvals and record hours of course work accumulated in personnel files within the education records. Process all authorized course reimbursements after coursework is complete. Schedule interviews for posted vacancies and notify new hires, utilizing hiring software package. Post all open vacancies and monitor District website. Submit proper forms to Business Office. Maintain a working knowledge of the Educator Licensure Information System (ELIS). Conduct annual reviews of staff and substitute licensure. Prepare certified and classified contract letters after Board Approval. Prepare and distribute annual Employment Verification Letters. Distribute completed forms to other administrative departments in

accordance with procedures; this includes the creation of new personnel files. Process data for new staff members who participate in student based activities through the Illinois Violent Offender Registry and the Illinois Sex Offender Registries. Discuss leave options with inquiring staff members including any FMLA options per mandated FMLA compliance procedures and collective bargaining agreements. Process mandated state reports including but not limited to the Certified and Non-Certified Staff Salary Study, the Unfilled Positions Report and the EIS (Employment Information System). Process staff attendance in Skyward and AESOP systems for existing staff and new hires, including on-going system reviews and the end of the year roll-over. Collaborate with Special Education department for IWAS Personnel Approvals. Update AESOP and Skyward management systems specific to staff updates and new hire data entry. Process new hire background checks and fingerprints. This includes volunteers and extra-curricular coaches/sponsors. Review prints for non-compliant issues. Compile and prepare various agenda items for monthly Board Meetings. Maintain I-9 files in accordance with state and federal procedures. Process requests for employment verifications specific to Human Resources. Work with technology service provider regarding email and login account activations for new staff, staff changes and long term substitutes. Work with payroll and benefits departments on various personnel related questions and reports. Perform other duties as assigned by the Superintendent and Executive Director of Human Resources and Communications.

STUDENT SERVICES SUPPORT SPECIALIST, ZION-BENTON TOWNSHIP HIGH SCHOOL
Feb 2017 – June 2020

Pleasantly welcome visitors, answer phone calls and maintain front reception desk. Foster relationships with students and parents to increase school engagement. Assist in meetings to provide families with translation of conversations and information. Direct parent/student communication to appropriate department personnel and provide information to resolve inquiries. Coordinate referrals to community services by advocating for student needs and addressing barriers for homeless families. Provide assistance to homebound/hospitalization students. Support office operations, manage student correspondence enrollment, ensure accurate record of purchase orders and handle internal communications. Assist Director on assessment days with test preparation support for routine, standardized and AP College Board exams.

CERTIFIED PHARMACY TECHNICIAN, NORTHWESTERN MEDICINE LAKE FOREST
Feb 2003 – Current

Assist pharmacist with high volume medication orders. Adhere to regulatory guidelines for workplace safety and patient confidentiality. Accurately select, measure and combine prescription components to prepare intravenous fluids and medications for inpatients. Manage medication stock, including conducting counts, labeling products and maintaining controls. Receive and verify daily incoming drug inventories, report discrepancies and logged items into inventory system. Check medication for content, accuracy and completeness of all drug packaging and labeling to provide final verification of prescription.

BILINGUAL INSTRUCTIONAL AIDE, ZION-BENTON TOWNSHIP HIGH SCHOOL
March 2006 – Feb 2017

Promoted student learning by providing individualized and small group support. Prepared lesson materials and visual aids to reinforce lesson concepts. Contributed to positive,

educational setting promoting student success. Attended in-services, workshops and seminars. Supervised +100 students on field trips by performing head counts and maintaining group proximity to account for all students in busy public environments. Assisted the EL Coordinator with ACCESS testing. Participated in meetings with parents concerning student's progress.

EDUCATION **ILLINOIS STATE UNIVERSITY — NORMAL, IL — BACHELOR OF SCIENCE**
Honors: *magna cum laude*
