



LULU GARCIA

ADMINISTRATIVE & STUDENT SUPPORT PROFESSIONAL

STRENGTH

- **Excellent Communication**
Communicates clearly and respectfully with parents, students, staff, and leadership.
- **Strong Sense of Responsibility**
Reliable, self-motivated, and trusted with important administrative duties.
- **Highly Organized**
Manages time, records, and resources efficiently with attention to detail.
- **Customer-Focused Approach**
Known for patience, professionalism, and creating a welcoming experience for families.
- **Technical Skills**
Comfortable with computers, office equipment, data entry, and learning new systems.

PROFILE

Lulu Garcia is a highly experienced administrative professional with over 20 years of experience working in educational institutions. She is known for her strong organizational skills, warm communication style, and excellent customer service. Lulu works closely with students, parents, teachers, and staff to ensure smooth daily operations and a welcoming environment.

EDUCATION

Bachelor of Science - Criminal Justice

University of Texas at Brownsville

Minors in Psychology, Special Education, and Reading

EXPERIENCE

Student Support & Enrichment Teacher

Present

Parinama Academy

Administrative Assistant

August 2015 - Present

Rouse High School - Leander ISD

Claims Specialist & Administrative Assistant

August 2007 - August 2015

Leander ISD - Risk Management Department

Receptionist

October 2004 - August 2007

Knowles Elementary School - Leander ISD

ESL & GED Instructor

September 1999 - July 2002

Texas State Technical College, Harlingen

ROLE AT PARINAMA ACADEMY

At Parinama Academy, Lulu Garcia supports students and families by ensuring smooth operations, clear communication, and a positive experience for parents. Her background in schools and education makes her a trusted point of contact for families.