



# LULU GARCIA

ADMINISTRATIVE & STUDENT SUPPORT PROFESSIONAL

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## STRENGTH

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- **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

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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

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### **Bachelor of Science - Criminal Justice**

*University of Texas at Brownsville*

*Minors in Psychology, Special Education, and Reading*

## EXPERIENCE

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### **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

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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.