

## John A. Cruz

### SOFT SKILLS

- Creative content creator
- Interpersonal skills
- Budget analysis
- Event coordinator

### TECHNICAL SKILL

- Assist teachers with Audio and visual devices needed for teaching materials.
- Create requisitions for any supplemental materials needed.
- Make repairs on any damaged supplemental materials

### EMPLOYMENT HISTORY

<b>Library Media Technician</b>	August 2018 – Present
Oaks Middle School, Ontario, CA	

- Take inventory on all workbooks and textbooks throughout the school year.
- Provide synopsis for teachers to ensure best material selection.
- Trouble shoot technology issues
- Inventory and distribute all educational materials (textbooks, workbooks, laptops, hotspots)
- Assist teachers and students with research both online and in reference books.
- Assist with office, create memo's, answer phones, copy and collate material.
- Create obsolete forms for any materials that were outdated.

#### *Major Accomplishment*

- Implemented website for library use, allowing students to place holds on books from home
- Helped implement incentive reading program with different leveled prizes
- Helped district with staff trainings for the Destiny program
- Help the IT department with Destiny program issues
- Create and Present different library and media lessons to students

<b>Library Media Technician</b>	August 2015 – July 2018
De Anza Middle School, Ontario, CA	

- Take inventory on all workbooks and textbooks throughout the school year.
- Provide synopsis for teachers to ensure best material selection.
- Assist teachers and students with research both online and in reference books. .
- Assist with office, create memo's, answer phones, copy and collate material.
- Assist with disciplinary actions.
- Create obsolete forms for any materials that were outdated.

#### *Major Accomplishment*

- Coordinated with Barnes and Nobles and hosted different authors come to De Anza, including D.J MacHale, Shannon Messenger, and Debra Driza.
- Helped create and implement incentive program consisting of different levels of prizes for Perfect Attendance, points earned in Reading Counts, and ribbons in Study Island
- Ensured that our school was in compliance with the Williams survey by working with different school sites and making arrangements for any needed textbooks, that benefited both schools.

<b>Library Media Assistant</b>	March 2013 – June 2015
Fremont Elementary, Montebello, CA	

- Take inventory on all workbooks and textbooks throughout the school year.
- Provide synopsis for teachers to ensure best material selection.
- Assist teachers and students with research both online and in reference books. .
- Assist with office, create memo's, answer phones, copy and collate material.

- Assist with disciplinary actions.
- Create obsolete forms for any materials that were outdated.

*Major Accomplishment*

- Ensured that our school was in compliance with the Williams survey by working with different school sites and making arrangements for any needed textbooks, that benefited both schools.

**EDUCATION HISTORY**

Eastern Gateway Community College	October 2020 -December 2021
Associates of Arts Degree	

**AWARDS AFFILIATIONS VOLUNTEER WORK**

- Certificate of office volunteer work over 50 hours.
- Certificate of office volunteer work over 100 hours.
- Volunteer with Lions Club International.
- Employee of the Year 2020