

Molly J. Lesinski

Career Summary

Experienced professional working in a fast paced environment that requires strong interpersonal skills. Proficient in handling student records, coordinating communication, and ensuring day-to-day operations while maintaining confidentiality. Skilled in multitasking, organization, and providing exceptional customer service to students, parents and staff. Committed to supporting the school community and contributing to its success.

Professional Experience

School District South Milwaukee, South Milwaukee, WI June 2016-Current

Faculty Secretary

- Utilizes a student information database system on a daily basis to enter and maintain accurate student records with strict confidentiality.
- Serves as primary contact to support students, teachers and families; maintaining a positive, professional demeanor.
- Works directly with teachers to organize and coordinate field trips and school activities, including overseeing payments to vendors.
- Manages student registration and withdrawals within a complex student information database and collects appropriate documents related to registration.
- Maintains professional communication via email and by telephone in a timely manner.
- Supports overall function of the main school office, including a mailroom with prompt distribution of mail.
- Manages accurate student cumulative folders and coordinates with other school districts to send and receive records.
- Proficient in Microsoft Office as well as Google Suite.

Substitute Teacher September 2015-Present

- Implements the instructional plans prepared by the teacher.
- Maintains a classroom climate that is conducive to learning.
- Serves as a positive role model for students, demonstrating professionalism.
- Communicates effectively with parents and/or guardians when needed.

Guidance Secretary June 2016-June 2017

- Performed clerical/secretarial duties related to support of students, staff, parents and community, which includes data management, records management and various reports.
- Provided clerical/secretarial services that includes correspondence, filing, assisting building visitors, telephone responsibilities, sorting and distributing mail, flyers, etc.
- Coordinated and maintained appropriate district/school records pertaining to students, staff, parents and community.

Health Room Aide September 2014-June 2016

- Assisted students with injuries in a calm, effective manner.
- Administered daily medications while maintaining confidentiality.
- Efficiently recorded distribution of medications and health room visits.
- Effectively communicated with parents and or guardians as needed.

Volunteer Work

South Milwaukee Parent Teacher Organization-South Milwaukee, WI June 2014-June 2023

Treasurer

- Maintained a budget of over \$30,000.
- Organized multiple fundraisers, raising on average \$8,000.00.
- Kept accurate records of all financial transactions.
- Created monthly Treasurer Reports to present in Parent Teacher Organization meetings.

Divine Mercy Catholic Church-South Milwaukee, WI September 2015-June 2019

3rd/4th Grade Religious Education Teacher

- Prepared biweekly lesson plans to accommodate third and fourth graders as well as one student with special needs.
- Conveyed religious material in an upbeat, exciting approach.
- Maintained classroom discipline using positive methods.

Divine Mercy Catholic Church South Milwaukee, WI July 2015

Vacation Bible School Teacher

- Volunteered 15+ hours to teach students about their faith in a fun, creative, enjoyable manner.
- Completed various art projects and partook in a variety of activities such as music class, and physical education class to keep the students energized and engaged.

Education

University of Wisconsin-Oshkosh Oshkosh, WI

Bachelor of Science in Education-Spanish-365 and English as a Second Language-395

University of Salamanca-Spain 2001

Spanish Literacy Courses

Certifications

CPR Certified

AED Certified
First Aid Certified