

Contact

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Top Skills

Enterprise Resource Planning (ERP)

Web Time Entry

Human Resources (HR)

Larry Valenzuela

Technology and Data Coordinator at Darnall Charter School
San Diego, California, United States

Summary

I bring over 18 + years of IT work experience in providing student information systems data support, cybersecurity support, laptop, desktop, and training support, software support, network support, server support, Ruckuss Wireless Access Point, Fortinet firewall support, Cisco VoiP Phones support, & web design & web content filtering support.

Experience

Darnall Charter School

Technology and Data Coordinator

September 2021 - Present (2 years 8 months)

- Manage the Aeries Student Information Systems TK-8 grade, updating class schedules, report cards, gradebook, online enrollment, roll over;
- Successfully implemented IT Projects June 2023: * Erate Approval (New Infrastructure Upgrade / Ruckuss Wireless Access Points, Cabling, Cisco Voip Phones, Fortinet Firewall) * Upgrade our Cox Internet from 1GB to 3GB (December 2022) * Manage a Windows 2022 Standard Server, Fortinet Firewall, & Blocksx (web content filter), Camera security, MFA Auth, Red Herring Phishing Simulations
- Provided user support for Google Admin Console (add google chrome book devices, reset passwords); support for Gmail, Google Classroom, DLP, and Google Vault * Purchased 200 new google chrome books to support cloud applications (I-Ready, Moby Max, IXL, Google Classroom, Securly,
- Supported Teachers and staff in classroom technology (promethean boards, network laser jet printers, fix ladybug docucams, internet, wireless access points, google classroom ➤ Managed Aeries Parent & Student Portal accounts (enabled permissions to view); attendance, grades, students progress reports; compliant with FERPA law.
- Manage Devices (Mac, Windows, Mobile Devices, Ipads, and Google Chrome books); worked on IT policies to preserve IT, student data / privacy; Managed Securly for Web Content Filter (be compliant with Children's Internet Protection Act

> Worked with Edlio Website Team: Successfully updated Darnall Charter School Website (August 2022) > Parent Square (provide school wide info) Worked with Clever (Single Sign On); know how to filter data for teacher, classrooms, create apps icons for teachers to access > Supported Leadership Team with CAASPP testing (ELA, Math, and Science) in configuring chrome books to be ready for testing (Air Secure Browser). > Assisted HR in fixing Time Management or Absence Management IT Issues (knowledgeable in FrontLine online system\ > Uploaded assessment data scores in Aeries SIS; I-Ready, ELPAC, and CAASPP State data

University of Phoenix

Associate Faculty

February 2012 - June 2023 (11 years 5 months)

San Diego, California, United States

Teach BIS/221 - Students learn to apply Microsoft® Office 365 in Outlook, Word, Excel, PowerPoint, Streamline and Sway tools including word processing, spreadsheet, and presentation software to accomplish business objectives. Other topics include uses of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how information is used across different industries. • Teach CIS/207 - Information Systems Fundamentals; students learn about the fundamentals of computer systems and the role of information systems in today's business environment. An overview is presented of information systems, systems development, operating systems, and programming, database management, networking and telecommunications. • Teach BSA/375 - students learn the fundamental, logical, and design considerations addressed during system and application software development. It provides a solid background in information systems analysis and design techniques through a combination of theory and application. The Systems Development Life Cycle (SDLC) will be fundamental to the course (learn about Waterfall- define control systems and Agile-empirical control systems - two Methodologies), Forms, Section 508, and Surveys. • Teach HUM/115 - This course provides students to learn how to think critically, focusing on developing the necessary tools and skills to analyze problems, make decisions, and formulate well-supported points of view on key academic, social, and professional issues.

Mission Vista Academy

IT Administrator

January 2019 - July 2021 (2 years 7 months)

Managed Web Content Filter using Cisco Umbrella for three South Schools sites (MVA, CPA, PCA)

- > Manage Cyber Security Reports, Investigated and Identified Security Threats (Malware, Ransomware, Phishing, Trojan, Cryptomining) , Manage App Discovery and Control,
- > Manage Google Admin DLP Rules for three schools to prevent security breaches (personal identifiable information/ pii or financial risk (FERPA and COPPA compliant).
- > Managed, kept track of documenting our efforts in IT Security History Timeline > Manage Network locations, Devices (Windows, Macs, Mobile Devices, Ipads, and Googlechrome books),
- > Manage Curriculum websites to allow or block sites to be compliance with Children's Internet Protection Act (K- 12) > Cross trained teachers and staff on raising awareness on FERPA best practices for preserving privacy, student data, and data security.
- > Managed Bay Alarm security and PDK App (create accounts and manage permissions).
- > Successfully implemented the Infosec Security Awareness Training Program and Phishing Simulations to deploy risk assessment on educating staff on raising awareness phishing emails and data security on this.
- > Manage Surveillance Bay Alarm Cameras (7) to provide oversight and support when called upon > Successful technology projects implemented for three school sites (2019-2021): Web Content Filter, Google DLP, Infosec Security Awareness Training, and Phishing Simulations.

Supervisor Experience - Supervised three MVA employees and did their time sheets and performance evaluations (2 IT support specialist and 1 Dev Ops)
IT Support / Training Support / Testing Support Experience • Managed IT Help Desk (Zammad) to manage IT work requests and assigned tasks to techs
• Provided user support for Microsoft Azure Active Directory (add windows devices, reset passwords); user support Microsoft Intune Education • Jamf to keep track of Mac devices, wipeout or re-provision; Vitxi Web RTC or 8x8 Global Cloud Communications (voice over IP)

IMAGINE SCHOOL AT IMPERIAL VALLEY

Information Technology Support Specialist and Character Development Coordinator

August 2014 - September 2018 (4 years 2 months)

El Centro, California, United States

Provided technology, desktop, hardware, network and software support to end users in their laptops and desktops in (Windows • we have setup

the school's K12USA (Firewall block & filters non-educational websites); IT Support / Training Support / Testing Support Experience - Managed IT Help Desk (Google Form) to manage IT work requests to support teachers staff, admin; and provided usersupport in using Cisco Phones (voice over IP) to reset voicemail accounts, deploy phones, configure them to support classrooms and offices. 10, 8 or 7; Mac, iPad and Google Chrome books (Google Classroom & Google Admin). • Supported two Imagine Schools; El Centro (supported a student population of 940 students, 40 teachers and 30 staff). I've the responsibility of maintaining, supervising, and directing a server room that consisted of a Dell R530 PowerEdge (Main Server that has Windows 2012 Server R2 installed). • Maintained the Active Directory / add PC's to domain/ users / reset passwords; create Paragon Drive backups, 1 Terabyte hard drives; 1 Cisco 881W Series Switch (Spectrum Internet to the campus), 9 HP E3800 POE Gigabit Switches (supports all data ports to provide internet to classrooms and voice over IP phone (Polycom) connections to offices • Professional Development (2014-2018) in educating teachers on Power School Grades • managed a VI Monitor Video (surveillance system) Server software to oversee 17 surveillance cameras installed to support campus wide safety (have provided videos and snapshots of incidents to El Centro) to support the safety of the students and staff. • The successful technology trainings that I have cross trained teachers have been the *Google Classroom(2018), Acellus (2018) online intervention program K-8th grade, Hapara (2018) online platform we can monitor students • Supported google chromebook devices on Smarter Balance Tests using the Air Secure web browser(2014-2018); • know to prepared handouts to educate or cross train employees in technology.

Imperial Valley College
Information Technology Support Specialist
February 2004 - July 2012 (8 years 6 months)
Imperial, California, United States

My responsibilities were to administer, maintain and provide user support on the Web Service Desk (processed work requests to users, cross trained faculty and staff in Microsoft Office 2003/2007 /2010 software for increasing employees computer literacy skills

Education

San Diego State University

Master's Degree in Public Administration, Public Administration · (August 2006 - June 2009)

San Diego State University

Bachelor's Degree in Public Administration · (August 2003 - June 2006)

Imperial Valley College

Associate's degree, Business Administration, Management and Operations · (August 1996 - June 2003)

Calexico High School

High School Diploma · (August 1992 - June 1996)