

# Janiz Crespo

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## PROFESSIONAL SUMMARY

Results-oriented Technical Project Manager with a successful transition from a background in school counseling and guidance services. Leveraging my excellent communication, organization, time management, leadership, and collaboration skills to drive successful project outcomes. Committed to utilizing both my technical expertise and project management methodologies to deliver innovative solutions and achieve organizational goals.

## TRANSFERABLE SKILLS

- **Communication:** Demonstrated effective communication skills by collaborating with students, parents, teachers, and administrators to develop individualized education plans and behavior management strategies, fostering a positive and supportive learning environment
- **Organization:** Managed a diverse caseload of 200 students, coordinating counseling sessions, classroom presentations, and meetings with stakeholders, ensuring smooth program delivery and timely support
- **Leadership:** Led parent-teacher conferences, facilitated group discussions, and worked with cross-functional teams to implement behavior management plans and support students with special needs, displaying effective leadership in complex situations
- **Time Management:** Successfully balanced counseling responsibilities, program development, and administrative tasks, meeting deadlines and maintaining multiple schedules efficiently
- **Collaboration:** Worked collaboratively with teachers, parents, and support staff to address mental health issues, reduce disciplinary incidents, and support academic success, fostering a team-oriented approach to achieve shared goals.

## EXPERIENCE

### School Counselor

#### Uplift Michigan Online School, 2022 - Current

- Coordinated successful transitions of 200+ students, boosting 4-year graduation rate from 62% to 80%.
- Enhanced student academic achievement by 20% and decreased behavioral incidents by 15% through online counseling and support.
- Developed and executed a comprehensive school counseling program, increasing student self-esteem by 25% and engagement by 30%.
- Collaborated with administrators and teachers to ensure timely state testing, graduation, and compliance, achieving a 98% compliance rate.
- Conducted needs assessments, program evaluations, and crisis interventions, maintaining a 95% student and parent satisfaction rate.
- Employed technology for virtual counseling, achieving 90% participation and a 95% success rate in addressing student needs.

### School Counselor

#### Rolland-Warner Middle School, 2020 - 2022

- Managed 300-student caseload, implementing academic plans, and counseling interventions.
- Developed and presented lesson plans, conducted needs assessments, and guided students through transitions.
- Established relationships, facilitated workshops, and leveraged PowerSchool data for targeted interventions.
- Coordinated prevention programs and instructional classes covering different topics.

### School Counselor

#### Seattle Public Schools, 2018 - 2020

- Collaborated on tiered support services, developed curriculums, and conducted group sessions.
- Compiled, generated and interpreted data to create necessary programs to address the needs of students.

- Maintained student records and completed necessary paperwork as mandated by administration and school district.
- Built positive support networks and addressed specific behavioral and academic problems by working closely with families and fellow professionals.
- Planned, directed and participated in recruitment and enrollment activities.

## **EDUCATION**

Technical Program Manager Bootcamp  
University of California - Berkeley, Berkeley, CA, Aug 2023

Master of Science (M.S.): School Counseling and Guidance Services  
Capella University, Minneapolis, MN, Jun 2019

Bachelor of Arts (B.A.): Psychology

SUNY Old Westbury, Old Westbury, NY, Dec 2010

## **CERTIFICATIONS**

- Professional Scrum Master I (PSM I), Issued by: Scrum.org. Date Obtained: June 2023
- Project Management Professional (PMP) Certification, completion date: August 2023
- NBCC National Counselor Certification: Exp: 6/2024 License: 998816
- Cognitive Behavioral Therapy Life Coach: Sep 2018 Credential ID UC-DC4VT770