



# Gina Flanagan

## DIRECTOR OF CAREER AND TECHNICAL EDUCATION

### CONTACT ME



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[www.technologyexpectations.com](http://www.technologyexpectations.com)

### EXPERTISE

- SIS Administrator
- Database Design / Management
- System Software Upgrades
- Process Backups
- Automation
- Process Improvement
- Educational Leadership
- Certified Digital Educator
- Web Design
- Significant Learning Environments

### EDUCATION

#### **Master of Business Administration**

Lamar University Beaumont/May 2018

GPA: 3.7/4.0

- **Educational Leadership**

#### **Texas Educator Certification**

Lamar State Orange/Region 5/May 2011

- **Generalist 4-8** 1/2022
- **Technology Apps EC-12** 1/2022

#### **Bachelor of Business Administration**

Lamar University Beaumont/May 2008

- Management Information Systems

### PROFILE

I am a Programmer Analyst. I hold a Master in Business Administration. As an Educator, I was the past Director of Career and Technical Education at Bob Hope School. I performed many roles and managed several classes. My expertise is in analysis, design, implementation, and support of application systems. I have been active in business, school and community events for several years. I am a highly self-motivated individual with a passion for learning and technology. I have a skill set that will serve me well since this includes the ability to organize well and lead a team to a collaborative solution. I am most comfortable working in a fast-paced multitasking project-oriented environment.

### EXPERIENCE

#### **Programmer Analyst**

#### **Port Arthur Independent School District, Port Arthur, TX**

October 2013 - Present

- Automate and monitor integrations, interfaces and file transfers.
- Forecast, review, plan and schedule application maintenance.
- Utilize project reporting methods.
- Collection, editing and reporting of PEIMS data.
- Administrator for eSchoolPLUS / Eduphoria / OnDataSuite and more.
- Configuration for online Career Planner
- Configured Attendance Letters with IBM Cognos
- Developed the PAISD Scorecard form / dynamic report with MS Access.
- Led counselor training for Master Schedule.
- IBM based Cognos and SQL reporting and development.

#### **Career and Technology Director / Technology Educator**

#### **Bob Hope School, Port Arthur, TX**

August 2011 - October 2013

- Certified in Career and Technology Career Clusters
- Web Administrator and Photographer.
- Networking support/Active Directory / Tech support
- Administered SAT and STAAR testing
- Managed distribution of laptops and ipads..
- Trained faculty for various software applications.

## COMPUTER SKILLS

### SOFTWARE

- Database : SAP / ERP / SQL Sever / Oracle / IBM Cognos / MS Access
- WinSCP / Filezilla / SQLBackup
- Microsoft Office / Proficient in Excel

### HARDWARE

- Hardware upgrades / repairs / installation

### LANGUAGES

- Visual Basic / SQL
- Familiar with DOS batch language

### WEB DEVELOPMENT

- HTML / CSS / FTP / Wordpress / Adobe Creative Suite

## EXPERIENCE

### Database Administration Stewardship

#### Diocese of Beaumont, Beaumont, TX

November 2008 - August 2011

- Query design.
- Database maintenance.
- Ad-billing East Texas Catholic.
- Accounting for budgeting grants.
- Preparation of disbursements.
- Event planning.
- Processing and logging deposits.