

**Grace Persico**  
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## **PROFESSIONAL EXPERIENCE**

### **OAKLAND UNIFIED SCHOOL DISTRICT**

#### ***Senior Summer Learning Program Specialist***

**Oakland, CA**  
**October 2017 – Present**

- Responsible for reviewing and updating existing policy on high school credit recovery summer courses to assure more equitable access to summer programming.
- Analyze demographic data, pre and post test results, and average daily attendance for all summer programs and create statistical reports to share with stakeholders.
- Continue to maintain summer website, online application system, and summer enrollment process.

#### ***Summer Learning Program Specialist***

**February 2016 – December 2016**

- Assisted in the writing of grants for the Summer Learning and Post Secondary Readiness departments. Won a \$30,000 multi-year grant to fund annual evaluations of the summer programs.
- Maintained district-wide summer enrollment system that registered more than 2,500 students in programs at 40+ sites.
- Streamlined an outdated paper summer application enrollment process by converting to an online process.

#### ***Expanded Learning AmeriCorps VISTA Volunteer***

**February 2015 – February 2016**

- Responsible for recruitment, enrollment and increasing attendance at OUSD summer school programs.
- Created and maintained OUSD Summer Learning's social media presence as well as designed a website for communication with 25 community partner agencies.
- Built district-wide enrollment system that streamlined the summer enrollment and attendance process and lead to 84% of sites meeting or exceeding their average daily attendance targets; trained support staff on use of system.

### **CELAJ LANGUAGE INSTITUTE**

#### ***English as a Second Language Teacher***

**Bucaramanaga, Colombia**  
**January 2017 – August 2017**

- Taught intensive English immersion courses to high school students as well as adult professionals at a private English institute.

### **CYPRESS WEALTH ADVISORS**

#### ***Administrative Assistant***

**San Francisco, CA**  
**July 2014 – January 2015**

- Managed purchasing of office supplies office equipment and handled all accounting transactions including invoicing, accounts receivable/payable and purchasing functions.
- Interacted with clients to obtain signatures on tax documents and delivered tax returns to dozens of clients.
- Maintained reservations and client meeting calendar for an office of 15 people.

### **SCHOOL WISE PRESS**

#### ***Client Services Representative***

**San Francisco, CA**  
**August 2013 – June 2014**

- Collected and edited No Child Left Behind compliance reports (School Accountability Report Cards) for over 60 California public school districts.
- Managing editor for monthly newsletter sent to 100 people discussing deadlines for reports and new education policy.
- Demonstrated new data visualization product at statewide education trade show resulting in 60 leads for the company.

## **PROFESSIONAL DEVELOPMENT**

### **GOOD 'OL GIRLS**

#### ***Events Director and member***

**Oakland, CA**  
**January 2016 – Present**

- Organized a wide range of events from professional development to personal growth workshops (ranging in size between 20 and 100 attendees) designed to professionally grow and connect Bay Area women across all sectors of employment.
- Developed programs from concept to delivery including board approval, budgeting, securing venues and speakers, and advertising across social media platforms.

## **EDUCATION**

### **UNIVERSITY OF CALIFORNIA, DAVIS**

#### ***Dual Bachelor of Arts in International Relations and Anthropology***

**Davis, CA**  
**September 2009 – June 2013**

- Area focus in Latin America in both majors
- Semester abroad in intensive Spanish language program at University of Córdoba, Córdoba, Spain

## **ADDITIONAL**

- *Award:* Recipient of YMCA's 137<sup>th</sup> Annual "You Make a Difference" Volunteer of the Year Award (October 2016)
- *Language:* Spanish- advanced speaking proficiency, intermediate reading and writing proficiency
- *Interests and activities:* travel, cultural exploration, painting, running