



# ETHAN MARTINEZ

Attendance Coordinator

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## PROFESSIONAL SUMMARY

With a decade of experience as an Attendance Coordinator, I excel in managing comprehensive attendance systems and ensuring compliance with educational policies. My expertise lies in data analysis, efficient record-keeping, and fostering student engagement. I am dedicated to enhancing operational efficiency and supporting academic success through meticulous attendance management.

## WORK EXPERIENCE

**Attendance Coordinator** Apr / 2018-Ongoing  
Quantum Solutions LLC Phoenix, AZ

- Generated accurate attendance reports for a diverse student body of 325, serving as a liaison between management and personnel to clarify policies and procedures.
- Conducted training sessions for new employees on attendance-related protocols and compliance.
- Maintained up-to-date records of employee attendance, including tracking leave balances and discrepancies.
- Managed data entry and ensured accuracy of personnel files while adhering to confidentiality standards.
- Responded to inquiries regarding attendance policies, providing clear guidance to staff and students.
- Utilized state guidelines to assist in compliance and reporting requirements.
- Engaged with students and parents to address attendance-related concerns and promote accountability.

**Attendance Coordinator** Apr / 2015-Apr / 2018  
Cactus Creek Solutions Phoenix, AZ

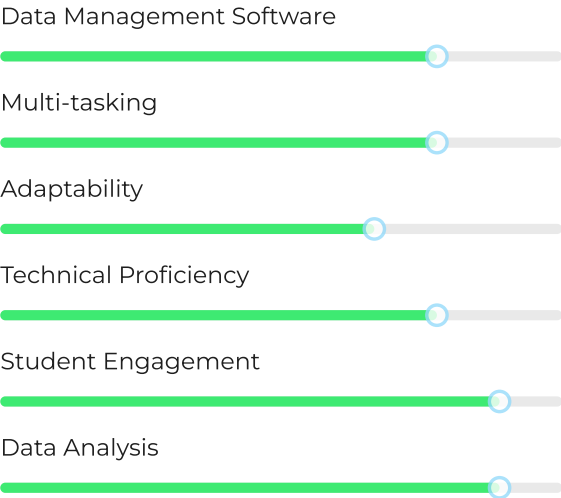
- Maintained comprehensive records of employee attendance, including FMLA and disability leaves, ensuring compliance with regulations.
- Monitored and reported student attendance percentages weekly to meet accreditation standards.
- Coordinated attendance procedures in alignment with Chicago Public Schools policies, analyzing data to improve outcomes.
- Conducted interviews and assessed candidate qualifications while maintaining accurate applicant data.
- Ensured daily accuracy of attendance tracking systems, facilitating timely reporting.
- Communicated with parents regarding student attendance issues, fostering a collaborative approach to engagement.

## EDUCATION

**Bachelor of Arts in Education** Apr / 2012-Apr / 2015  
University of Illinois Seattle, WA

Focused on educational policies and student engagement strategies.

## SKILLS



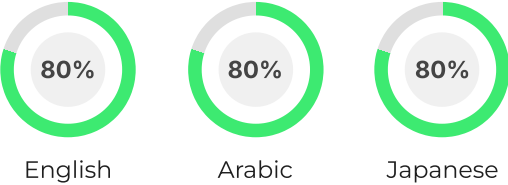
## INTERESTS

- Podcasts Language Learning  
Dancing Cycling

## STRENGTHS

- Intuition Leadership  
Listening Mentorship

## LANGUAGES



## ACHIEVEMENTS

- Streamlined attendance reporting processes, reducing discrepancies by 30%.
- Developed and implemented a new tracking system leading to a 20% increase in attendance compliance.