

Las Cruces Public Schools Online Application

Jimenez, Debbie - AppNo: 8714

Date Submitted: 8/10/2016

Personal Data

Name: Ms. Debbie G Jimenez
 (Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: _____
 (Title) (First) (Middle Initial) (Last)

Email Address: _____
 (Title) (First) (Middle Initial) (Last)

Postal Address

Permanent Address Number & Street: Apt. Number: City: las cruces State/Province: NM Zip/Postal Code: 88004 Country: United States of America Daytime Phone: Home/Cell Phone:	Present Address Number & Street: Apt. Number: City: State/Province: Zip/Postal Code: Country: Phone Number:
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Employment Desired

Open Vacancy Desired:

JobID: 4878 Superintendent: Superintendent at Administration Building	Date Last Submitted 8/10/2016	Experience in Similar Positions 7 years
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Experience

Please list ALL WORK experience beginning with the most recent.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information	
las cruces puplic schools monitor & Food service sub.	5973 s. main las cruces. nm 88001	mr. hamel	
Date From - Date To: 02/2010 - 08/2012	Full or Part Time: Part		
Reason for Leaving:	still working		
Responsibilities/Accomplishments at this Position	monitor children while at recess. safty for them all.		

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Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
baileys food basket deli		hwy. 180 bayard, nm 88023 575-537-3317		allen	
Date From - Date To:	06/2009 - 08/2009	Full or Part Time:	Full		
Reason for Leaving:	tragic happening in family moved back to las cruces				
Responsibilities/Accomplishments at this Position	open deli . prepare burritos for sale. clean up.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
las cruces public schools food service substitute		5973 s. main las cruces, nm 88001 575-5275993		norma valenzuela	
Date From - Date To:	-	Full or Part Time:	Sub		
Reason for Leaving:	school year ended				
Responsibilities/Accomplishments at this Position	repare food for 500 students. clean up. serve children properly and on time.				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: cobre high school
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
vista college	08/2013 07/2014	medical assistant Hrs:	Hrs:	certification	07/2014

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Certification

Do you hold National Board for Professional Teaching Standards certification? **No**

Do you hold or anticipate a New Mexico certificate? **No**

* Have you applied for a New Mexico certificate? **No**

* List the date you applied for certification:

* Have you received a deficiency statement? **No**

If pending, date test taken

* Have you passed the Basic Skills Exam? **No**

* Have you passed the Content Area Exam? **No**

Do you hold a current out-of-state certificate? **No**

State	Type	Certificate Number	Expiration Date	Current?
			mm/dd/yyyy	

List your out-of-state certified teaching/administration fields:

Language Skills

Do you know any language other than English? **Yes**

Language(s): spanish

Oral Level: Polite

Written Level: Polite

Referrals

How did you hear about employment with us?

District Employee

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

I have always been around children. Due to accident in my family I took in five of my grandchildren. Five of them are in elementary still, so if I may I am in terrible need to work around them. I am the only one they have to support them. I thank you.

Upload any additional documents.

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Disclosures

Contract Status

- * Are you currently under contract? No
- If Yes, which district?
- If Yes, when does it expire?

Professional Status

- * Have you ever had a teaching certificate or teaching license revoked or suspended? No

If Yes, explain:

- * Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? Yes

If Yes, explain:

deferred sentence

was never arrested or in jail. charge dismissed.

t.

- * Are you a relative of any board member, administrator, or supervisor who is currently serving the School District? No

Name:

Position:

Relationship:

- * Can you perform all the essential job function(s) of the position(s) for which you are applying? Yes

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

- * Can you provide documentation that you can legally work in the United States for the entire school year? Yes

- * Have you ever been convicted of a criminal offense other than a minor traffic violation? No

If yes, explain, giving dates:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

- * Have you ever had any indicated finding of child abuse filed in your name? No

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Legal Information continued

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database in any state or country? No

Equal Opportunity Employer

Las Cruces Public Schools is an Equal Opportunity Employer. Las Cruces Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Las Cruces Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement, Authorization, Waiver, and Release

I hereby certify that the information contained in this application is true, accurate and complete, to the best of my knowledge and belief. I understand and agree that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of my application or for termination of my employment. Failure to provide all or part of the information requested may result in the refusal of the Las Cruces Public Schools District to further consider me for possible employment.

I hereby authorize the Las Cruces Public Schools District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the Las Cruces Public Schools District will send a copy this Agreement and Authorization to each individual or entity from whom it is seeking a reference or background information.

I hereby authorize the party receiving a copy of this signed form (including a photocopy or facsimile copy) to provide and release complete information as may be requested, and I hereby waive any claim of confidentiality I might have with regard to such information.

I hereby release any person or entity providing information or records in accordance with this Agreement, Authorization, Waiver, and Release from any and all claims or liability for compliance.

I AM ALSO WAIVING ANY RIGHT OF ACTION, CAUSE OF ACTION OR OTHER MEANS OF REDRESS I MAY HAVE AGAINST ANY PERSON OR ENTITY SUPPLYING EMPLOYMENT-RELATED INFORMATION--INCLUDING BUT NOT LIMITED TO INFORMATION CONCERNING MY BACKGROUND, WORK HISTORY, AND DISCIPLINARY HISTORY--TO THE LAS CRUCES PUBLIC SCHOOLS DISTRICT UNDER A GUARANTEE OF CONFIDENTIALITY.

I understand and agree that if I am considered as a finalist for, or I am actually recommended for employment, I will submit to a criminal background investigation, including mandatory fingerprinting, at my expense, to determine my acceptability for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with the School District, but pursuant to the Criminal Offender Employment Act of New Mexico (NMSA 1978, 28-2-1, et seq.), such convictions may be the basis for refusing employment. I understand that any employment offer is contingent upon the satisfactory completion of all background checks.

I understand that the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization is confidential, for the exclusive use of the Las Cruces Public Schools District and its agents for employment decisions, and will not be transferred to any other entity without my written authorization unless required to be disclosed upon request by either New Mexico or federal law.

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Applicant's Acknowledgment and Agreement, Authorization, Waiver, and Release continued

I, Debbie Jimenez, agree to all of the terms above.

I agree

Dear Human Relations Manger:

I would like to briefly introduce myself and convey my desire to succeed in your company as the Assistant Secretary that was advertised online on July 20, 2015. My goals are to obtain a position in your company that offers challenge and stability, where I can fully contribute my skills and become an invaluable asset.

Although I have enclosed a resume, let me elaborate on my knowledge and experience. I have experience as an Office Manager. Assistant Manager and attended the Business Skills Institute with accounting as a trade. I am highly dependable and efficient, have the maturity to make sound, rational decisions. I speak and read English and Spanish with ease.

I have worked at length with other employees to reach a common goal of building customer satisfaction and presentation of a well built, and solid financial company.

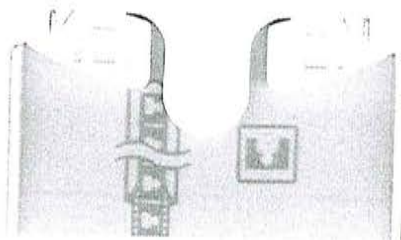
I would like to meet with you and discuss employment possibilities at your company. Please call me at [redacted] so that we can set up an interview at your convenience. I appreciate your consideration.

Sincerely,

Debra Jimenez

Debra Jimenez

Enclosure: Resume



Computer Career Center a Div of Vista College

850 North Teishore Blvd., Suites F-G
Las Cruces, NM 88011
<http://www.vistacollege.edu/campuses/las-cruces-nm>

Qua 2/2013

Debbie Jimenez Student ID: _____ DOB: _____ Original Start Date: 8/5/2013 Student GPA: _____

Course Description	Quality Points	Grade	Course Code	Course Description	Quality Points	Grade
130805 2013 Summer Term Medical Assistant	8/5/2013	9.00		Term: C-20140106 2014 Winter Term Diploma - Medical Assistant	1/6/2014	2/6/2014
Medical Terminology	9.00		MA104	Pharmacology for MA	8.00	
Attempted/Earned			Term: Credits	Attempted/Earned		
Term: Credits	Term Qual Pts:		Cum: Credits	Term: Credits	Term Qual Pts:	
Cum: Credits	Cum Qual Pts:			Cum: Credits	Cum Qual Pts:	
130909 C-20130909 Medical Assistant	9/9/2013	10/10/2013		Term: C-20140210 2014 Winter Term Diploma - Medical Assistant	2/10/2014	3/13/2014
Administrative Procedures	8.00		MA107	Medical Office Management	9.00	
Attempted/Earned			Term: Credits	Attempted/Earned		
Term: Credits	Term Qual Pts:		Cum: Credits	Term: Credits	Term Qual Pts:	
Cum: Credits	Cum Qual Pts:			Cum: Credits	Cum Qual Pts:	
31014 C-20131014 Medical Assistant	10/14/2013	11/14/2013		Term: C-20140317 2014 Winter Term Diploma - Medical Assistant	3/17/2014	4/17/2014
Coding Medical Insurance Forms and Billing	6.50		MA106	Laboratory Skills for MA	5.50	
Attempted/Earned			Term: Credits	Attempted/Earned		
Term: Credits	Term Qual Pts:		Cum: Credits	Term: Credits	Term Qual Pts:	
Cum: Credits	Cum Qual Pts:			Cum: Credits	Cum Qual Pts:	
31118 C-20131118 Medical Assistant	11/18/2013	12/19/2013		Term: C-20140421 2014 Spring Term Diploma - Medical Assistant	4/21/2014	5/22/2014
Anatomy and Physiology	9.00		MA105	Clinical Procedures for MA	5.50	
Attempted/Earned			Term: Credits	Attempted/Earned		
Term: Credits	Term Qual Pts:		Cum: Credits	Term: Credits	Term Qual Pts:	
Cum: Credits	Cum Qual Pts:			Cum: Credits	Cum Qual Pts:	

aken Course
taken Override
s/Fail Course

Computer Career Center a Div of Vista College

850 North Telshore Blvd., Suites F-G
Las Cruces, NM 88011
<http://www.vistacollege.edu/campuses/las-cruces-nm>

Debbie Jimenez Student ID: 8/5/2013 Original Start Date: Student GPA:

Course Description Quality Grade Course Code Course Description Quality Points Grade

2014 Summer Extern Term 5/26/2014 7/31/2014

6 Medical Assistant

Medical Assisting Externship 6.00

Attempted/Earned

Term: Credits Term Qual Pts:
Cum: Credits Cum Qual Pts:

Assistant

#: 1 GPA: Grad Date: 7/11/2014

Awarded: Diploma - D - Medical Assistant

Awarded: 7/11/2014 Date Cleared: 7/11/2014

Completed all program requirements

*** End of Transcript ***

Signature Date

Signature
Date



Test Scores

Close this window

The test has been completed.
 These are your unofficial scores,
 which you may print for your own
 records.

Candidate Name : Jimenez, Debbie
School District : Las Cruces School District, NM
Test Completed : 2010-07-07 18:32:00

Content Categories	Your Score
Reading Skills and Knowledge	
Application of Reading Skills and Knowledge to Classroom Instruction	
Mathematics Skills and Knowledge	
Application of Mathematics Skills and Knowledge to Classroom Instruction	
Writing Skills and Knowledge	
Application of Writing Skills and Knowledge to Classroom Instruction	
Scaled Score	

Objective

Secure employment in the retail, education or any interpersonal communication are needed.

Summary of Qualifications

- Proficient in office procedures.
- Excellent problem solving skills. With the confidence to make difficult decisions in stressful situations.
- Excellent customer service skills including office management.

Professional Skills

- Bi-lingual
- Office management skills include scheduling, various appointments, and customer service.
- Ability to multi-task in most all office and business environments.

Customer Support

- Responding to customer and client inquiries by phone and in person.
- Patient and effective when dealing with wide range of diverse personalities.

Work experience

- Office Assistant, Mesilla Valley Habitat for Humanity May 2015 - July 2015
- Food Service Substitute / Monitor, Las Cruces Public Schools Aug 2009 - May 2015
- Assistant Driver, Mesilla Valley Habitat for Humanity Aug 2007 - Feb 2009
- Customer Representative Titan Auto Insurance 2001 - 2005

Education

- Computer Career Center of Vista College, Medical Assistant Program
- Business Skill Institute, Accounting
- International School of Truck Driving, Truck Driver
- Cobre High School, 1976

