

Christopher E. Avila, Ed.D.

AREAS OF EXPERTISE

Project management

IT management

Managing crisis situations

Resource vendor management

Business analysis

Financial control

Project delivery and integration

Application development

PERSONAL SKILLS

Decision-making

Management expertise

People skills

Leadership skills

PERSONAL DETAILS

*Christopher E. Avila
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REFERENCES

Available on request.

WORK EXPERIENCE

Palo Alto Unified School District

Special Education Aide

Oct 2013 – Present

- Work one-on-one with a student on curriculum, social standards and norms.
- Ensure wellbeing of student during academic school year at Nixon Elementary.

Canutillo Independent School District

IT Coordinator

September 2006 – June 2013

- Lead project manager for district's technology implementations from technology construction, infrastructure and software implementation, curricular integration, and overall documentation.
- Senior technical writer for all district technology projects to include instructional documentation for faculty, staff and administration.
- Budget authority for IT department to oversee all technology procurement for district.
- Developed and maintained legal policies related to technology for district.
- Managed federal E-Rate program for district.
- Responsible for district-wide long-term technology planning.
- Oversaw staff of seven (7) technicians and nine (9) librarians.

Shamrock Media, LLC

Co-Owner and President

July 2009 – June 2013

- Managed and oversaw day-to-day operations of sports media website MinerIllustrated.com.
- Develop writing skills of production staff.
- Managed all aspects of company budget and revenue generation.

Ysleta Independent School District

Documentation Analyst

March 2002 – September 2006

- Lead technical writer for all district software applications and department procedures.
- Developed district and legal policy.
- Editor of presentations by district superintendent and department.
- Assistant project manager for new student and financial systems.

Ysleta Independent School District

Interim Computer Repair and Support Manger

March 2002 – September 2006

- Managed district technology help desk call center.
- Developed and implemented hardware procedures for district.
- Established benchmark statistics for calls and turnaround computer repair.

COMMUNITY INVOLVEMENT

- Notre Dame Diversity Council, Director of Communications, 2013-present
- Hispanic Alumni of Notre Dame National Board Member, 2009-2013
- Notre Dame Club of San Jose: Club President, 2014-present
- Notre Dame Club of El Paso: past president, club officer, 2002-2013

AWARDS

- 2009 Outstanding Young Alumni, University of Notre Dame Alumni Association

PROFESSIONAL PRESENTATIONS

"A Model Induction/Mentoring Program for 21st Century Teachers"

National Effective Schools Conference, Santa Fe, NM, 2007; Brooks, Gary D., Brooks, Irma R. & Avila, Christopher.

ACADEMIC QUALIFICATIONS

Ed. D. in Educational Leadership and Administration, 2011

University of Texas at El Paso

M. Ed. in Educational Administration, 2006

University of Texas at El Paso

B.B.A. in Management Information Systems, 2001

University of Notre Dame