

Frank Perez

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Education

M. Ed. Mathematics, August 2006

B. S. Mathematics, August 1993

Experience

Contract Coordinator, April 2023- Present

Monitor and evaluate non-profit agencies who receive city or federal funding (ESG, ESG-CV, CDBG and CDBG-CV). Prepares annual report regarding contract performance and compliance. Monitors program performance, budget, review invoices and approves or rejects requests for deviations from contract requirements and delivery schedules. Completes program review within DHS contract protocol. Performs and participates in contract initiation, negotiation, termination or renewal. Oversee, updates and provides technical support on our work-management system.

Management Analyst, October 2021-April 2023

Monitor and evaluate non-profit agencies who receive city or federal funding (ESG, ESG-CV, CDBG and CDBG-CV). Prepares annual report regarding contract performance and compliance. Provides technical assistance and guidance to program staff for contract compliance. Monitors program performance, budget, review invoices and approves or rejects requests for deviations from contract requirements and delivery schedules. Completes program review within DHS contract protocol. Performs and participates in contract initiation, negotiation, termination or renewal.

Contract Coordinator, July 2021-October 2021

Stability Staffing, COSA Department of Human Services-Contract Management Division.

Review contracts' Statements of Work to identify Target groups and Performance Measures. Review Agencies data submissions to ensure clients were in the selected target group and for client IDs were non-redundant. Extensive usage of Excel to analyze, manipulate and filter large amounts of data. Monitors program performance, budget, review invoices and approves or rejects requests for deviations from contract requirements and delivery schedules. Completes program review within DHS contract protocol. Performs and participates in contract initiation, negotiation, termination or renewal.

Contract Administrator, April 2021-June 2021

Hawkins Personnel. Workforce Solutions Alamo 100 North Santa Rosa Ste 120

Reviewed current contract descriptions, contract terms, renewals, and contract awards. Transferred data from current contracts to a single-database system. Reviewed previous RFP submissions and created a digital database. Researched internal folders and files for real property purchases and ensured required documentation was accessible as required by the TWC Financial Manual for Grants and Contracts. Wrote contract extensions and Letters of Memo. Obtained contract-related information from relevant parties. Reviewed contracts verifying accuracy and resolved discrepancies in line with company rules and guidelines. Ensured relevant documentation accompanies contracts and maintained digital and hard copies of relevant information.

Client Services, November 2020-April 2021

Harland Clarke. 5800 Northwest Parkway, San Antonio, TX 78249

We provide short- and long- term assistance to financial institutions during anticipated high-demand timeframes. Currently, assisting clients with PPP loan applications for small businesses. Offering navigational support, enrollment guidance, trouble-shooting, account status, account maintenance and basic information with regard to requirements for

PPP qualifications and necessary supporting documentation. Previously, supported an applications migration offering technical support, application download, trouble-shooting, account maintenance, forgotten passwords, unlocking accounts and navigational assistance.

Client Financial Services, September 2018-May 2020

Capital Group, 3500 Wiseman Road, San Antonio, TX 78251

Processing financial transactions made online or from scanned images, ACH purchases with double-entry verification into the internal system. Ensuring transactions comply with FINRA and IRS regulations. Reviewing and opening incoming applications for IRA, UTMA, College America, Individual and Joint accounts. Setting up new account options with ACH purchases and/or sell, auto-purchases, redistributions, etc... Account maintenance on personal information, address of record, financial advisors, and/or dealer firms. Contacting account owners, financial advisors or dealer firms with regard to conflicting investment instructions, fund(s) clarifications, application information, beneficiaries, returned mail and aggregation. Processing shareholders distributions via ACH, wire or personal checks and ensuring distributions comply with IRS guidelines, federal and state requirements or within 529 College America distribution guidelines.

STEM Pipeline Coordinator, March 2012-April 2016

San Antonio College, 1819 N. Main Ave. San Antonio, TX

Facilitated the development of eight discipline-specific articulation agreements in Science, Technology, Engineering and Mathematics and a Memorandum Of Understanding between Alamo Colleges and Sul Ross State University. Recruited Faculty participation in Title V STEM grant activities to meet grant objectives. Facilitated discussion with other grant directors and lab directors with the objective of increasing student success. Active participant with Title V and Creative Multimedia Professionals and staff in monthly departmental meetings. Prepared reports from student data for annual reports to the Department of Education. Prepared written reports and annual presentation for grant staff on number of faculty participating in grant activities or redesigned curriculum, student who received summer internships and grant budget. Oversaw grant activities and provided staff direction regarding contract benchmarks and compliance.

Adjunct Math Faculty, October 1998-March 2016

San Antonio, College 1819 N. Main Ave. San Antonio, TX

Part-time faculty teaching various courses in developmental and college level mathematics. Lectures delivered were designed to promote active classroom learning and participation. Assigned homework from textbook and with MyMathlab, Aleks and Connect Math online platforms. Proctored exams and quizzes and met biweekly with students to update them on their current status. Visited and tutored students in math labs to increase learning time and promote group collaboration.

STEM Pipeline Coordinator, August 2011-July 2013

San Antonio College, 1819 N. Main Ave. San Antonio, TX

PI for UT-LSAMP STEM grant. Recruited students to apply for various Summer research opportunities offered at the eight Universities in the UT System and developed metrics for student selection. Prepared schedule for presenters to recruit in the classroom. Made travel and hotel arrangements for students and faculty to various symposiums. Verified students work hours and issued stipends in collaboration with financial aid.

LSAMP Program Coordinator, January 2010-August 2012.

Recruited for student summer research opportunities at one the Universities in the UT school system funded by the National Science Foundation. Supervised student tutors funded by grant funds. Developed metrics for student selection. Provided detailed annual written reports about grant activities to NSF within delivery schedule. Responsible for grant activities and compliance.

Math Upward Bound Instructor, Summer 2011

San Antonio College, 1819 N. Main Ave. San Antonio, TX

Developed lesson plans and lectured in various algebraic and trigonometric topics to high school juniors and seniors. Encouraged student engagement and cooperative learning.

LSAMP Program Coordinator, January 2010-August 2012.

Recruited and selected student to receive stipends for Summer research at one the Universities in the UT school system funded by the National Science Foundation.

STEM Pipeline Coordinator, December 2008-August 2010

San Antonio College, 1819 N. Main Ave. San Antonio, TX

Facilitated the development of twelve Transfer Planning Guides in STEM between San Antonio College and Texas State University. Recruited faculty to revise teaching methods to incorporate more distance learning opportunities. Oversaw full coordination of two yearly trips to Texas State University to include recruitment of students, travel and meal arrangements, and securing presenters at TX State.

University Outreach Program Math Instructor , Summer 2005

UT-Austin in San Antonio, 1700 Tampico Street San Antonio, TX

Developed and delivered an Algebra and Geometry curriculum designed to give disadvantaged students a head start in their high school math careers. Coached team, at program end, in a state-wide Algebra and Geometry competition involving four other UT campuses.

Upward Bound Program Math Trainer, Summer 2001, 2002, 2003

Palo Alto College, 1400 W. Villaret Blvd San Antonio, TX

Developed lesson plans and lectured three courses in Algebra and PreCalculus. Responsible for proctoring pre- and post-assessments.

Substitute Teacher, September 1995-May 2002

Harlandale ISD, 102 Genevieve San Antonio, TX

Effectively delivered class materials developed by the primary teacher. Responsible for classroom management and student behavior to support a comfortable learning environment. As an after-school worker, developed and delivered activities to create or extend interest in math and science.