



P: (469) 951-8378



eledyyg@yahoo.com

ELEDY GOMEZ

EDUCATION AND TRAINING

High School Diploma

High School of Graphic
Communication Arts, Manhattan,
NY

Associate of Arts

Art Education
Dallas College, Irving, TX
(December 2020)

Bachelor of Fine Arts

The University of Texas, Arlington,
TX
January 2021- May 2025

JOBS

Substitute Teacher: June 2021-
Current

Tax preparer- Tax Expert and
Multiservice- January 2010-
Ongoing (seasonal)

Attendance/DP clerk- Irving
ISD- August 2012- June 2021

SUMMARY

Meticulous art education student enrolled full time in art education in the University of Texas at Arlington, graduating May 2025.

Current hardworking Substitute Teacher for Irving ISD, with skills to step into any classroom environment and support student needs with excellent discussion management, lecturing and mentoring abilities. Knowledgeable about recordkeeping requirements and strategies for maintaining classroom discipline. Knowledgeable Substitute Teacher committed to sharing knowledge and adapting lessons to allow children to succeed. Well-educated in identifying instructional methods and materials and creating classroom environment conducive to learning. Proficient in Microsoft Word and Excel. Highly-motivated employee with desire to take on new challenges.

Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Previous Attendance Clerk in charge of large attendance datasets. Proficient in online attendance tracking and management protocol, handling sensitive personal documents and details pertaining to student circumstances with discretion. Personable and empathetic liaison with an approachable demeanor when making calls to parents regarding attendance-related concerns. Spirited professional driven to work hard and promote terrific organizational, data entry, and problem-solving capabilities.

SKILLS

- Written and interpersonal communication
- Telephone etiquette
- Skilled in Microsoft office
- Attendance records oversight
- Client Service
- Technical Writing
- Willing to adapt to changes
- Self-motivated professional
- Organization and Time management
- Data management
- Flexible & Adaptable
- Good listening skills
- Responsible

EXPERIENCE

SUBSTITUTE TEACHER

Irving ISD- Irving, Texas | June 2021 - Current

TAX PREPARER

Tax Expert and Multiservice | Irving, Texas | June 2010 - Current

ATTENDANCE & DP CLERK

ISD, Paul Keyes Elementary | Irving, Texas | June 2012 - July 2021

LANGUAGES

English
Spanish

LANGUAGES

English:



Native/ Bilingual

Spanish:



Native/ Bilingual

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.eledygomez.com/>

REFERENCES

Joe Estrada

Jestrada@irvingisd.net

Executive Director of PK-5 Schools

Irving Independent School District

972.600-5098

Jennifer Williams

Jwilliams@irvingisd.net

PKG-5th Art Teacher

Keyes Elementary

Irving Independent School District

972.998.5139

Melissa Garcia

Megarcia@irvingisd.net

Middle School Art Teacher

Austin Middle School

Irving Independent School District.

214.5546.3270