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## OBJECTIVE

*Library/Media Specialist Position*

## EDUCATION

### **Masters of Science in Instructional Technology**

The University of Southern Mississippi. Hattiesburg, MS, August 2000

- **M.S. Specialties:** Computer Aided Instructional Design and Online Distance Education

### **Bachelor of Science in Elementary Education and Interdisciplinary Studies**

Western Oregon University. Monmouth, OR, December 1995

- **B.S. Specialties and Supports:** Math, Geography, History and Interdisciplinary Studies

## PROFESSIONAL EXPERIENCE

**Technology Department Director and Secondary Computer Teacher.** Colegio Internacional Puerto La Cruz. Barcelona, Venezuela. August 2001 to present

- Budgeted and purchased computer-related hardware and software for entire school including equipment for a new wireless laptop, PDA adoption program and over 130 computers
- Supervised three technicians and coordinated one computer teacher and one PreK-12 Librarian
- Developed a school-wide, multi-year Technology Plan and Technology Acceptable User Policy
- Completed library certification training and coursework to continue professional growth and education
- Increased the inventory of available print, audio/visual and online media resources for PreK-12 students
- Implemented United Streaming (streaming educational video), and BigChalk online reference system
- Trained staff and students in integrating library, reference and technology resources into courses
- Instructed students in appropriate methods for researching and citing bibliographic resources
- Implemented Follett Library OPAC and Power School, an online Student Information System (SIS)
- Assisted in the coordination of annual Book and Reading Festivals and Drives
- Webmaster for the schools website informing the community of school events
- Coordinated the online Virtual High School program ([www.govhs.org](http://www.govhs.org)) including Advanced Placement (AP) courses
- Managed Atlas, a web-based online curriculum mapping program
- Managed First Class, the school electronic communication and email system
- Instructed middle and high school computer applications courses and wrote curriculum
- Instituted and directed the annual *Del Sol Film Festival* for the EVAC and VANAS conferences

**IB MYP Technology Coordinator and MS Computer Teacher.** Colegio Internacional de Caracas. Caracas, Venezuela. August 2000 to June 2001

- Selected as the designer of a new technology curriculum to integrate with the newly adopted International Baccalaureate (IB) Middle Years Program. Curriculum focused on collaboration and integration with subject area teachers to develop real and relevant projects and lessons
- MS computer applications teacher

**Technology Department Director and Secondary Computer Teacher.** Colegio Internacional de Caracas. Caracas, Venezuela, August 1998 to August 2000

- Supervised 3 technicians and coordinated 2 computer teachers for over 200 computers
- Budgeted and purchased computer-related hardware and software for school of 650
- Developed a school wide multi-year Technology Plan and Acceptable User Policy
- Implemented a technology integration training program for staff members
- Coordinated the online Virtual High School course program ([www.govhs.org](http://www.govhs.org))
- Instructed middle and high school computer applications courses that supported the International Baccalaureate (IB) program as well as wrote curriculum

**Elementary Technology Director and Computer Teacher.** William S. Reyes Elementary School. Saipan, MP, August 1997 to June 1998

- Coordinated technology planning and implementation efforts for 800 students and staff
- Designed integrated technology curriculum for K-6 multilingual and cultural students

**4th Grade Contained Classroom Teacher.** William S. Reyes Elementary School. Saipan, MP, August 1996 to August 1997

- Instructed a fourth grade multicultural, ESOL contained classroom of 27 students
- Served as a co-chair for the all-school Accreditation and Steering Committees

### Computer Competencies

- **Operating and Network Systems:** Macintosh, Windows, Linux, Novell Netware
- **Networking & Technical:** Basic Ethernet and wireless network installation and troubleshooting, Computer hardware and software installation, Installation of computer peripherals
- **Student Information, Data basing, Communication, Curriculum & Grading Systems:** Follett Library OPAC, PowerSchool, FirstClass email, Atlas Curriculum Mapping, Access
- **Programming:** Microsoft Visual Basic, Basic Java using BlueJ, Basic Flash Action scripting
- **Web Design:** Macromedia Dreamweaver, Fireworks, Flash
- **Video Editing:** Adobe Premiere, Pinnacle Studio, Ulead, Final Cut Pro, Vegas Video
- **Desktop Publishing:** Microsoft Office Pro Suite, Adobe InDesign & PageMaker (yearbook), Macromedia Freehand
- **Graphic Design:** Adobe Photoshop, Corel Draw, Hash Animation Master, Bryce 3-D
- **Other:** Vectorworks CAD, Punch Pro CAD, Garage Band, Acid Pro, Adobe Audition
- **Distance Education:** Virtual High School Site Coordinator & Teacher- Blackboard 6.0

### Certifications & Special Skills:

- Missouri Library/Media Certification. September 2005 pending
- Missouri K-9 All Subjects Career Certification. September 2005 pending
- Oregon Basic Teaching License for All Subjects K-9
- Virtual High School Online Teacher Certification & Site Coordinator
- First Aid and CPR training
- Bilingual in English and Spanish

### RELATED WORK EXPERIENCE

- **Coaching:** HS Varsity Men's Basketball, Volleyball, Roller hockey, Tennis, and Gymnastics. Colegio Internacional Puerto La Cruz. Venezuela (2001 to present), and Colegio Internacional de Caracas (1998 to 2001). Coached basketball, volleyball and roller hockey teams to tournament championships for EVAC, VANAS and CAISSA international school conferences
- **Committees:** Technology Chair, Accreditation Chair, IB MYP Adoption, Steering, Building & Facilities, Activities and Athletics, Homework Policy, Substance-Abuse Policy, and Social
- **Presentations & Publications:** The International Educator Newspaper (TIE) article: *Del Sol Film Festival: Educational Video Editing* (accepted for publication 2004). Venezuelan Association of North American Schools (VANAS) conference presenter: *Emergency Instruction (2006)*. *Educational Websites and Technology Integration (2002)*. *Web Design (2001)*. University of Southern Mississippi, Specialist Presenter: *Hyperstudio and Multimedia in the Classroom (July 2001)*. Senior Class 2004 Graduation Speaker
- **Professional Memberships:** International Society for Technology in Education, American Library Association, Phi Delta Kappa, Oregon Reading Council, National Geographic Society
- **Other Interests:** Time with my family, all sports, photography, drawing, reading & music

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## REFERENCES

Eric Habegger - Director. Colegio Internacional Puerto La Cruz, Venezuela  
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Dr. Arnie Bieber - Director. American International School of Bucharest, Romania  
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References and letters of recommendation are also available upon request or from:  
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