

ROBIN PERALTA

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Result-oriented, creative, and dynamic, education professional with more than 25 years of comprehensive experience integrating technology, network operations and web acceptable use policies into educational functionality to continually enhance student connectivity, achievements and outcomes. Visionary leader and problem solver with proven aptitude for quickly establishing relationships with faculty, students, families and administration. Demonstrates passion for improving educational experiences and continually growing own personal and professional skill sets.

EDUCATION

Master of Education, Integrating Technology (K-12), George Mason University, 2013

Graduated Suma Cum Laude | Golden Key International Honor Society Member

Bachelor of Science, Computer Networking, Strayer University, 2001

Graduated Cum Laude | Honour Society Phi Kappa Phi

PROFESSIONAL EXPERIENCE

Daytime Playtime

September 2017 – Present

Lead Teacher, Assistant Teacher, Substitute

Use creativity to provide full educational learning experience to 2-5-year olds. Create lesson plans outlining activities and lessons based upon monthly themes, science, social studies subjects and letter of the week. Educate young learners in subjects, such as, math, science, social studies, reading and writing (Hooked on Phonics) while building on children's gross and fine motor skills. Provide quarterly progress reports, complete with comments. Introduce young learners to different, hands-on, learning experiences providing interests in non-traditional learning such as, but not limited to, weather patterns, water cycles, plant and insect cycles, saving our planet, traditions and customs of cultures local and around the world.

Sequoia Management (Sugarland Run), Sterling, VA

2017 – 2017

Administrative Assistant II

JoAnn Fabric & Crafts, Falls Church, VA

2016 – 2017

Assistant Manager

Islamic Saudi Academy, Alexandria, VA

2015 – 2016

Director of Technology

Coordinate troubleshooting and administration of networking system. Manage and oversee installation of secure Wi-Fi. Develop and oversee Technology Plan & Acceptable use policies for both students and faculty, ensuring compliance and security. Collaborate closely with Education Administration to design and implement applications for instructional technology with emphasis on constant enhancement of student achievement. Create resource materials for both primary and secondary school Faculty. Facilitate courses in coordination with PK-12 teachers. Configure BYOD devices for WLAN network.

- Design and facilitate workshops and training programs to introduce technology into all aspect of school's mainstream operations and administration.
- Evaluate district-wide technology operations, including purchasing, repair, and use of systems.
- Continually create new creative solutions to address any technology challenges, overcoming limited resources and meeting needs of administration's long-term goals.
- Support professional development of faculty through workshops to increase technical proficiency.

Episcopal High School, Alexandria, VA

1998 – 2014

Laptop Program Director (1998 – 2014)

Coordinated and directed all aspects of EHS laptop program including vendor negotiations and selection, procurement of laptops and tablets for 120-140 new students and 90 faculty members annually, and updating all printable and web materials for students and parents. Repaired and updated equipment for 300 returning students annually. Provided helpdesk support for faculty included recruitment and oversight of students working within Laptop & Technology Emergency Repair (L.A.T.E.R.) support program. Recorded and updated images for student and faculty documentation.

- Launched "out of box" days to efficiently distribute all new student required materials.
- Created and maintained repair database in MS Access and School Dude to record service and troubleshooting of all student and faculty equipment as well as warranty and insurance info.

- Drafted, maintained, and updated L.A.T.E.R. Office Manual and Laptop Training Manual.

Teaching Staff/Assistant Integration Specialist (2000 – 2014)

Facilitated Independent Study Courses in A+ Certification, Video Production & Business Technology, as well as, a 4-5-week Orientation Course for approximately 120 new students annually. Recruited, developed, and supervised “Senior Seminar” student annually, supporting hands-on education and training by running Laptop Program Director’s position for 4 weeks.

- Led student education in various areas including internet safety, cyber-bullying, plagiarism, animated .gif creation and basic web design and business technology.
- Collaborated with students to create and launch production company, subsequently developing a training video adopted by IBM.
- Collaborated with faculty to introduce new forms of “soft” technology for students and coursework use, including Web 2.0 tools.
- Worked as co-teacher to introduce and train students “soft” technology to be used in class and for projects assigned by classroom teachers.

Technology Assistant (1997-1998)

Novel 4.1 System Administrator for Business Office. Back-up Novell System Administrator for Director of Technology and IT Director. Assisted in managing beta 1:1 laptop program (BYOD & Integrated Toshiba program) by researching vendors, service support centers and manufacturers. Created and managed EHS technology web pages on EHS website. Trained staff and student in specific operating and software applications (Windows 3.1/95, MS Word 6.0, 7.0, 97, Lotus 123, MS Excel, MS Publisher). Managed school e-mail system (GroupWise 5.0). Coordinated and managed help-desk. Administrated Lucent System 25 phone system. Administrative support for Director of Technology.

ADDITIONAL EHS EXPERIENCE

Assistant to Technology Integration Specialist (2000 - 2014)

Telecommunications Specialist (1997 – 2014)

HR Manager, System Administrator, Telecommunications Manager (1996 – 1997)

Business Office Secretary (1991 – 1996)

CERTIFICATIONS

Microsoft Certified Innovative Educator (MIE), 2015

IBM & Lenovo Service Technician, 2013 | Fujitsu Service Technician, 2010

IBM Certified Warranty Technician and Warranty Administrator, 2010

CompTIA A+ Certified Professional, 2002 | Meridian Option 11-81-C Familiarization Certificate, 2001

Meridian Mail Feature Administration & Applications Certificate, 1998 | Novell Education Certificate, 1996

Blackboard University Student Billing Certificate, 1996

PROFESSIONAL DEVELOPMENT

“iTools for Creative Presentations”, 2016

“Powerful Tools for Teaching & Learning: Digital Storytelling”, University of Houston, Coursera, 2016

“Powerful Tools for Teaching & Learning: Web 2.0 Tools”, University of Houston, Coursera, 2015

IBM Mobile Systems Training, 2010 | Meridian Mail Release System Administration, 1998

Netware 4.1 Administration, 1996

TECHNICAL SKILLS

Network Safety • Cyber Crime & Bullying • Public Domain • Copyright • Fair Use

MS Office Suite • MS Publisher • MS Front Page • NVU • Paint • Adobe Reader • Adobe Acrobat Pro • Windows Movie Maker 2.6 • Google Apps • Graphic Design • Window v3-10 • Mac OSX • Mac iOS • Linux OS • Enterprise Server • Google Apps • Google Apps for Education (GAPE), Knowledge of Cisco switches & access points

REFERENCES

Alex Inman, Educational Collaborators, 202-999-9824, Alex@educollaborators.com

David Hathaway, Director of Technology, Ret., EHS, 703-774-5710, dlhathaway@gmail.com

Dawn Hathaway, Professor, George Mason University, 703-993-2019, dhathawa@gmu.edu